

RAUNDS TOWN COUNCIL

EVENTS COMMITTEE

Minutes: 24 October 2017: Start Time 7.30pm

PRESENT

Cllr H Howell (Chairman), Cllr N Beck, Cllr M Hind, Cllr R Levell, Cllr B Tirebuck, Cllr J Duff, Miss N Davies, Ms S Bayley, Ms M Brinklow, Mrs D Merchant,

IN ATTENDANCE

Ms Kate Houlihan, Town Clerk
Miss J Coduri, Assistant to the clerk (Minutes)

354.17 To Receive Apologies For Absence.

Apologies were received from:
Cllr D Jones, Cllr B Tyman, Mrs M Levell, Ms F Kemp.

RESOLVED to note the apologies

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

None received

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

None received

357.17 Declarations of Interest.

COUNCILLORS 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 Duff in relation to any item relating to the children's drawing competition.

358.17 Minutes: confirm the minutes of the Events Committee meeting held 27 September 2017

RESOLVED that the minutes of the meeting held on 27 September 2017 be confirmed as a true record.

359.17 Budget 2018/2019 – To consider the budget for the events committee for 2018/2019

Members considered the draft budget and following discussion it was...

RESOLVED that the Events Committee submit the draft budget to the Finance Committee as shown in Appendix 1.

- 360.17 Planning for 2018 events:** To consider holding a working party meeting to brainstorm ideas for 2018 events (Mayors Show, Picnic, Christmas and Halloween)

The Chairman explained that as the events committee had only been formed in May there had not been a great deal of opportunity for the committee to consider the format and acts for 2017 events. It was therefore agreed that a brainstorming session should be held so that the committee can informally consider 2018 events.

RESOLVED that a working party meeting be held on Thursday 11th January at 7.30pm to consider events for 2018.

- 361.17 Halloween Party 30th October 2017: To consider**

a. Volunteers for the event

A number of members of the committee volunteered to assist at the event on October 30th 2017.

RESOLVED to note who would be attending the Halloween Party.

b. Party Food for the event

The Chairman noted that food would consist of hotdogs and some party food, cakes and biscuits. The food would be ordered from Asda.

RESOLVED to note the details of the food for the Halloween Party.

c. To confirm details of entertainment booked for the event

The Chairman noted that the "Bubbleman" Mr Tony Berni had been booked to provide entertainment at the event. It was noted that he had proved very popular at some of the council's outdoor events and would be offering a puppet show, party games and mini disco.

RESOLVED to confirm that Mr Bernie from Best Kids parties would be providing entertainment for the children's Halloween party.

- 362.17 Christmas Lights 2017:** To review arrangements for the 2017 Christmas event:

a. Parade – Confirmation of who is in parade

- Petting Zoo Animals
- Raunds Temperance Band
- Fire Brigade – To be confirmed
- Sleigh with Father Christmas and the Mayor
- Mascots from Northampton Saints
- Grotto Helpers
- 1st Raunds Methodist and 3rd Raunds Brownies

People will meet at the Town Hall between 14:00 – 14:15. The Parade will leave at 14:30, led by the Temperance Band along Brook Street to the bottom of Hill Street. Some will alight and walk to the Stage, Fire Brigade and Sleigh will exit up Hill Street.

b. Entertainment – Confirmation of acts performing

The Chairman ran through the draft running order for the event. And subject to minor variations it was agreed. The Raunds Temperance Band will be booked for the event.

c. Santa's Grotto – confirmation of arrangements

The Committee noted the arrangements for the grotto.

It was agreed that the office would arrange the cards and envelopes for the children's photos. The card would include the winning design from the children's drawing competition.

The office will contact the Church wardens to see if it is possible for the vicarage to be used for parking for the event.

d. Fair - confirmation of arrangements

The Chairman will contact Mr Mallyon for final confirmation of the rides that are being used at the event. Mr Mallyon will also need to be made aware of the additional buses that run through Raunds on a Saturday evening and he will need to adjust his set-up accordingly.

e. Other attractions

The Chairman will speak to the Spar regarding use of their car park for the petting zoo.

f. Stalls – to receive the list of stalls already booked and to consider ways of attracting additional craft stalls

The Chairman presented the list of stalls and it was agreed that a final push for craft stalls would be made

g. Volunteers – to agree volunteers for the day, availability and timing.

Members of the committee were asked to confirm their availability. Final tasks will be allocated at the next meeting.

h. Funding –

i. to note the funding letters sent by the Mayor and Chairman of the Events Committee

A copy of the funding letter that had been sent to local businesses was circulated and it was agreed that this would be circulated to members of the committee.

ii. Councillors Empowerment Funding

The Chairman noted that all the District Councillors and the County Councillor had all agreed to support the event.

i. Advertising – to note promotional poster and advertising for the event.

Advertising had begun via social media and banners were being ordered. Further banners would be ordered once all the sponsors were known.

j. Best dressed window - to note arrangements for best dressed window competition

Information regarding the best dressed window competition had been sent to all local shops and was included in the funding letter.

Arrangements for judging would be made at the next meeting.

k. Christmas Trail – to note arrangements for the Christmas Trail.

Information regarding the Christmas trail had been sent to all local shops and was included in the funding letter. 6 businesses had already agreed to take part.

RESOLVED to note the arrangements for the Christmas lights switch-on.

There being no further business the meeting concluded at 21:04

Approved: (Town Mayor)

Meeting date:14 November 2017..... (Council)

Confirmed :.....(Chairman)

Meeting date:22 November 2017..... (Committee)

Appendix 1: Budget

	Budget 2017/18	Budget 2018/19	
Events			
			Christmas Event
4905		1900	2000
4910		5500	7000
4915		4000	5000
4920		6000	6000
		17400	20000
4925			
		3000	5000
		3000	4000
		2000	2000
		8000	11000

Total Expenditure Events	25400	31000	Percentage increase = 18%
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1000	Income Sponsorship	550	550
1015	Income Grants	1000	1000
1250	Christmas Sponsorship Income	2450	2450
	Income	4000	4000