

**RAUNDS TOWN COUNCIL**

**EVENTS COMMITTEE**

Minutes: 30 October 2018: Start Time 7.30pm

**PRESENT**

Cllr H Howell (Chairman), Cllr R Tyman, Cllr Tirebuck, Cllr L Wilkes, Cllr R Levell, Mrs M Levell, Mr K Dunkley, Ms F Kemp.

**IN ATTENDANCE**

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

**ALSO PRESENT**

Mrs Debbie Craggs – Raunds Methodist Church  
Mr Ollie Curtis -Resident

**386.18 To Receive Apologies for Absence.**

Apologies were received from Cllr Jones, Mr Paul Fowler and Mr Nigel Ogden.

**RESOLVED to note the apologies.**

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

**NONE RECEIVED**

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

**NONE RECEIVED**

**389.18 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 and Mr K Dunkley declared personal interests in item 396.18 Festival of Transport as members of the committee.

**390.18 Minutes: confirm the minutes of the Events Committee meeting held 25 September 2018**

**RESOLVED that the minutes of the meeting held on 25 September 2018 be confirmed as a true record.**

**391.18 Halloween Party**

- a. To confirm arrangements for the Halloween Party

All arrangements were in hand, catering, entertainment, room decorations and lighting.

Timings for the evening were confirmed and following discussion it was..

**RESOLVED to note the report.****392.18 Firework Event**

- a. to confirm the arrangements for the contract and insurance.

The Clerk advised that the Councils' insurers had confirmed that the council's obligations in regard to the event were covered under our normal insurance arrangements.

The contract with Kimbolton had been signed and agreed.

- b. to approve the infrastructure for the event

Infrastructure had been provisionally ordered and was in place to be delivered on Friday.

- c. to consider arrangements for Marshalling the event.  
A discussion took place regarding the number of marshals that were available and the impact this may have of the safety of the event.

Following detailed discussion, it was...

**RESOLVED to note the arrangements for insurance and infrastructure and to email the cricket club asking them to confirm that sufficient marshals were in place in order for the event to go ahead.**

**393.18 Remembrance Sunday**

- a. To confirm arrangements for the parade, including road closures and marshals.

Road closures were in place, additional marshals were needed for the day. However, Howden's had offered to support the event with volunteers.

Those taking part in the parade were asked to meet in the car park of the Town Hall from 2.15, with the parade leaving at 2.40pm.

- b. To confirm arrangements to create the bank of poppies and add poppies to The Square.

A number of volunteers had assisted in preparing the wall of poppies and they had arranged to meet again at Saxon Hall on Friday 2<sup>nd</sup> November to complete the wall. Ken Dunkley would assist in assembling the wall on Tuesday 6<sup>th</sup> November.

It was agreed that banners would be put up on the bandstand to decorate the Square as well as placing poppies around the Square.

- c. To confirm the arrangements for unveiling the roll of honour and the plaque presented to the town from the legion.

It was noted that the portable PA system would be needed at the Millennium Gate and then immediately afterwards in the Saxon Hall for the unveiling of the Roll of Honour.

- d. To confirm arrangements for the reception at Saxon Hall

Light refreshments would be served at Saxon Hall immediately after the event.

- e. To confirm arrangements for the lighting of the Beacon.

The running order for the lighting of the Beacon was as follows:

- 6.45pm Welcome by Mayor of Raunds
- Reading of names of all from Raunds who lost their lives in WW1 (Town Councillors and RBL)
- Prayer
- Reading of "[Tribute to Millions](#)" – Mayor of Raunds
- Lighting of the Beacon

**RESOLVED to note the arrangements for Remembrance Sunday.**

#### **394.18 Christmas Events (Other):**

- a. **Christmas Trail:** To note the participants in the 2018 Christmas Trail event.

A number of shops had already confirmed that they would participate, other would be chased to see if they would participate.

- b. **Christmas Wreath:** To note participants in the 2018 Christmas Wreath competition.

A number of shops had already confirmed that they would participate, other would be chased to see if they would participate.

- c. **Christmas Shopping Evening:** To consider arrangements for the Christmas shopping evening.

The idea of the shopping evening had been less well received by local businesses and so it was agreed not to pursue this at the current time.

- d. **Christmas Tree Festival:** to receive information regarding the Tree Festival at the Methodist Church.

Mrs Craggs of the Methodist Church gave details of the Christmas Tree Festival which would run from 24-25<sup>th</sup> November. A number of businesses had already confirmed they would take part.

The Council would promote the event and would arrange for Christmas Lights at the Church to be turned on for the event.

**RESOLVED to note the arrangements for the Christmas events.**

### 395.18 Christmas Lights Switch-On

- a. **Promotion of event:** To approve promotional materials for the event. Members of the committee reviewed the promotional materials and minor amendments were made.
- b. **Infrastructure:** To receive a verbal report from the lighting contractor regarding works being carried out for the 2018 displays.

Mr Dunkley updated the committee with information regarding the installation of the Christmas lights.

- c. **Health and Safety of Event:** To review health and safety information for the day including road closures, set-up/breakdown, marshalling and risk assessments.

Risk assessments were being prepared for submission to the SAG at ENC.

The Clerk asked everyone to confirm their availability for the day so that rota's and marshalling arrangements could be confirmed.

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

The project planner was circulated, and it was noted that the event was within budget.

It was noted that Champion Pizza would be the headline sponsor for the event following a generous donation to the event.

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

Over 30 stalls had already booked in for the event which was ahead of previous years. Additional craft stalls would be welcomed.

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

The Clerk would contact the Temperance Band to see if they were able to support the event, other than this the headline act and performers were all booked in.

- g. **Other attractions:** To review other attractions for the event, including the Parade, Fair and grotto.

The Clerk and Chairman of the Committee had met with the fairground operator to consider layout and arrangements for the day. Concerns raised with the clerk regarding the layout had been addressed.

- h. **Children's Drawing Competition:** To receive an update on the Children's drawing competition.

Arrangements were now in place for the winning design to be made into a light.

**RESOLVED to note the arrangements for the Christmas event.**

- 396.18 Festival of Transport:** To note the request from the Festival of Transport to hold the event on 31 August 2019.

The Clerk explained that the group arranging the Festival of Transport had asked that this take place on 31 August 2019. Following brief discussion, it was...

**RESOLVED that the committee had no objections to the event taking place on this date and that the committee were happy to support the event with advice where required.**

- 397.18 Mayors Show 2019:** To consider attractions for the Mayors Show 2019.

The Clerk and Chairman of the Events Committee presented information from Normanis a battle re-enactment group. Following discussion, it was...

**RESOLVED to book the group and the arena displays for the Mayors Show 2019.**

- 398.18 Raunds Summer Picnic 2019:** To consider the type of entertainment required for the 2019 event.

A discussion took place regarding the type of entertainment required for the Summer Picnic. It was agreed by all that a live band would be the preferred choice.

**RESOLVED that members of the committee would bring suggestions to the next committee meeting so that a band could be booked.**

- 399.18 What's on Postcard:** To consider creating a What's On postcard for 2019.

The committee considered producing a "What's On postcard for 2019 and following discussion it was...

**RESOLVED that the postcard should be produced again for 2019 and that a call would be put for events to be included.**

***RESOLVED that the meeting be extended by a maximum of 15 minutes***

**400.18 Events Budget Review and Planning:**

- a. To review progress against the 2018/2019 budget

Members reviewed the budget report as shown in Appendix 1 and it was noted that overall progress was in line with budget.

**RESOLVED to note the report.**

- b. To consider the 2019/2020 budget.

Members then considered the 2019/20 budget and it was noted that due to uncertainty with future grant funding and sponsorship this should not be included in the budget. Following discussion, it was....

**RESOLVED to recommend to the Finance and Policy Committee that the events budget increase by 10% across the board and that an additional £4,000 be included to offset any reduction in sponsorship or grant funding.**

There being no further business the meeting concluded at 21:42

Approved: ..... (Town Mayor)

Meeting date: .....13 November 2018.....  
(Council)

Approved: ..... (Chairman)

Meeting date: .....20 November 2018 .....(Committee)

## Appendix 1: Budget Review

| <u>Tourism &amp; Entertainment</u>                | Actual Year To Date (£) | Current Annual Budget (£) | 2019/2020 Budget |
|---|-------------------------|---------------------------|------------------|
| Equipment   | 0                       | 250                       | 275              |
| Utility Bills: Electricity                        | 240                     | 500                       | 550              |
| Floodlighting of Churches                         | 228                     | 0                         | 0                |
| Christmas: Trees (Square/TH)                      | 0                       | 2,000                     | 2200             |
| Christmas Lights: Contractor                      | 0                       | 7,000                     | 7700             |
| Christmas: Switch on Event                        | 0                       | 5,000                     | 5500             |
| Christmas: Repairs/ New Lights                    | 360                     | 6,000                     | 6600             |
| Events Budget                                     | 10,525                  | 11,000                    | 16100            |
| <b>Tourism &amp; Entertainment: - Expenditure</b> | <b>11,353</b>           | <b>31,750</b>             | <b>37925</b>     |
| Income Sponsorship                                | 1,493                   | 550                       | 0                |
| Grants  | 0                       | 1,000                     | 0                |
| Christmas Sponsorship Income                      | 240                     | 2,450                     | 0                |
| <b>Tourism &amp; Entertainment: - Income</b>      | <b>1,733</b>            | <b>4,000</b>              | <b>£0</b>        |