

RAUNDS TOWN COUNCIL**EVENTS COMMITTEE**

Minutes: 26 March 2019: Start Time 7.30pm

PRESENT

Cllr H Howell (Chairman), Cllr R Levell, Cllr R Tyman, Cllr L Wilkes, Cllr J Duff, Cllr O Curtis, Cllr B Tirebuck, Mrs M Levell, Mrs A Curtis,

IN ATTENDANCE

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

660.18 To Receive Apologies for Absence.

Apologies were received from Cllr D Jones, Ms F Kemp, Mr D Jones, Mr K Dunkley.

RESOLVED to note the apology

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

None received

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

None received

663.18 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

None received

664.18 Minutes: confirm the minutes of the Events Committee meeting held 26 February 2019

RESOLVED that the minutes of the Events Committee meeting held on 26th February 2019 be confirmed as a true record

665.18 Nene Valley Festival:

- a. To consider the format for an event as part of the Nene Valley Festival 2019.

The committee discussed the event. It was noted that the festival ran from the 14th – 22nd September 2019 and the Town Council planned to participate on the opening day.

Mallyon's Fayre would be operating at Bassfords Recreation Ground on this date, which could form part of the event. It was therefore agreed that the event on the Square needed to compliment the Fayre.

Following discussion, the following format was proposed:

- Performances from local Schools
- Mascots – e.g. Big Heroes Little Heroes
- Raunds Temperance Band
- Giant Games

RESOLVED that it be delegated to the Clerk to investigate availability for the event.

- b. To consider promoting the Event

It was noted that promotion of the event had been low-key last year due to uncertainty around funding. However, it was agreed that the event would be fully promoted through the Councils normal channels in 2019.

RESOLVED to note the arrangements for promoting the event.

- 666.18 What's on Postcard:** To approve the final design of the 2019 what's on postcard

Members reviewed the What's On postcard and a number of typographical amendments were made.

It was agreed that the Clerk, Chairman of the Committee and Assistants to the Clerk would approve the final proof.

RESOLVED to approve the design subject to the amendments made in the meeting.

- 667.18 Mayors Show 2019:**

- a) To receive the project plan for the 2019 event

Members reviewed the project plan for the event as shown in Appendix 1 and it was noted that the event was within budget although a number of costs were still to be finalised.

- b) To review infrastructure for the event.

It was noted that the benches and bales had now been booked and that all infrastructure was now in place.

- c) To consider stalls for the Mayors Show (including a review of those booked)

The list of stalls was reviewed. It was noted that the recent Facebook post had had a very good response.

Additional food and craft stalls would be sourced.

- d) To consider other attractions for the Mayors Show (including inflatables / fairground and other attractions)

The Clerk and Chairman of the Committee were meeting the fairground provider the next day to finalise the arrangements for the Mayors Show.

Animals UK had been booked to provide a display of exotic animals including a crocodile, tarantulas, lizards etc.

Inflatables had been booked as well as other attractions.

- e) To review draft line-up for the event.

The line-up was still to be finalised, but would include re-enactment displays, live singer and other local entertainment.

- f) To confirm the arrangements for the children's competition.

It was agreed that the children's competition would be of "design a shield", a template and draft rules were agreed upon.

The competition will be promoted through the website and through schools.

- g) To approve the design of promotional materials for the event, including posters, flyers and banners.

A number of different designs were considered, and it was agreed that the Assistant to the Clerk and the Chairman of the Committee will work on the final design.

RESOLVED to note the arrangements for the Mayors Show.

668.18 Raunds Summer Picnic

- a) To approve the acts for the event.

The headline entertainer and children's entertainer were agreed.

RESOLVED that it be delegated to the Clerk to book the acts

b) To review other attractions for the event.

It was agreed that other attractions would be for the event would be in the same format as previous years and so would include:

- Bouncy castles
- Free Strawberries and Cream
- Free Pop-corn
- Bar service to be available

RESOLVED that it be delegated to the office to make the appropriate arrangements

669.18 Christmas 2019

a) To agree a theme for the 2019 display.

RESOLVED that the theme for 2019 display and children’s drawing competition would be “presents”

There being no further business the meeting concluded at 21:27

Approved: (Town Mayor)

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

Approved: (Chairman)

Meeting date:29th April 2019.....(Committee)

PROJECT PLAN**Raunds Town Council - Mayors Show
19 May 2019 Budget-6500**

	Prior Weeks		Cost (£)
Administrative Tasks			
Set Date of Event	Event Critical		£0.00
Meeting Dates	Event Critical		£0.00
Licensing	Event Critical		£45.00
Risk Assessments			£0.00
Fire Risk Assessments			£0.00
Police Aware			£0.00
Fire Service Aware			£0.00
Medical Cover			£50.00
Road Closure (cost =staffing)	booked		£575.00
Insurance Cover (Hired equipment)			£112.00
Funding Requests (District Cllr)			£0.00
Business Funding Requests (working party)			£0.00
Marking Out Plans			£0.00
Plan of Area on Map			£0.00
Site inspection		?	£0.00
TOTAL COSTS OF ADMIN			£782.00

Infrastructure for Event			
Marquee / Stage	Event Critical		£450.00
PA & Sound & Wireless Mike	Event Critical		£850.00
Electric / Power	Event Critical		
Toilets	done		£415.00
Water	done		£3.00
Benches	done		£450.00
Bales of Straw	done		£180.00
Print Non-Smoking signs printed for each straw bale			
Grass Cutting - 14th May - email from Richard Tester-			
Stage Manager	volunteer		
Skip Hire			£90.00
Van Hire	?		£252.21
Bins	stock		
2 Way Radios	ordered		£150.00
Welfare Tent	From TC stock		
White Spray Cans	ordered		£25.00
Bunting	From Flick Kemp		
Bin bag clips			
Gazebo			£439.00
Misc Purchases			
TOTAL COST OF INFRASTRUCTURE			£3,304.21

ENTERTAINMENT			
Fair	booked		£0.00
Battle Re-enactment Group	booked		£650.00
Bordertrix			
Animals UK	booked		£450.00
Maddie Singer 2 x 30 mins	booked		£350.00
TOTAL COST OF ENTERTAINMENT			£1,450.00
PROMOTION OF EVENT			
Design promotional materials			£0.00
Social Media:			£0.00
	RT Websire		
	Facebook		
	Twitter		
Leaflet Print			£418.00
Leaflet distribution / placement in media:			
	Raunds Roundup		
	Reporter		
	School Packs		
	Local shops		
Banners			£328.00
TOTAL COST OF PROMOTION			£746.00

Stalls			
Food	ongoing		
Attractions	ongoing		
Craft	ongoing		
Stalls Income			
CAR PARKING			
SIGNAGE			
SITE INSPECTION			
TOTAL COST OF CAR PARKING			
TOTAL COST/TIME OF EVENT			£6,282.21