

RAUNDS TOWN COUNCIL

EVENTS COMMITTEE

Minutes: 29 April 2019: Start Time 7.30pm

PRESENT

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

IN ATTENDANCE

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

726.18 To Receive Apologies for Absence.

Apologies were received from Cllr O Curtis, Ms F Kemp, Mr D Jones.

RESOLVED to note the apologies

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

None received

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

None received

729.18 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

730.18 Minutes: confirm the minutes of the Events Committee meeting held 26 March 2019

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

731.18 Mayors Show 2019:

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

Members reviewed the project plan as shown in Appendix 1. It was noted that there was a good range of entertainment and attractions and that the event was within budget.

RESOLVED to note the project plan

b) To review infrastructure for the event.

The Clerk and Chairman reviewed the infrastructure for the event. Mr Dunkley asked that all performers be asked to contact him so that he could confirm their requirements.

RESOLVED to note the report

c) To review stalls for the Mayor's Show (including a review of those booked)

Members reviewed the list of stalls; it was noted that there were still a small number of spaces available which continued to be promoted.

RESOLVED to note the report.

d) To review other attractions for the Mayor's Show (including inflatables / fairground and other attractions)

The Chairman reported on the attractions available at the Mayors Show and it was...

RESOLVED to note the report.

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

Not all schools had confirmed their availability however the following acts were performing

- Different Direction Choir
- Raunds Ukulele Orchestra
- Bordertrix Dog Agility
- Maddie Cole -singer
- Historia Normannis
- Tug of War
- Children's Competition

RESOLVED that it be delegated to the Clerk and the Chairman of the Committee to finalise the line-up and circulate performance times to all parties.

f) To review the risk assessments and health and safety arrangements for the event.

The final risk assessment will take place on the day of the show and will be presented as part of the safety briefing that takes place at 8am on the day of the events

RESOLVED to note the report.

g) To review volunteer roles for the event

Members of the committee were asked to advise the Clerk of their availability over the course of the weekend of the Mayors Show as volunteers were required for setting up and break down at various times. The Clerk can then circulate a plan with roles and timings.

RESOLVED to note the information.

h) Promotional Materials

All agreed that the flyers and banners looked excellent.

Minor typographical changes were made to the text and it was...

RESOLVED to arrange for the materials to be printed and distributed.

732.18 D Day – To consider holding an event to mark the 75th anniversary of D Day and to make a recommendation to the Full Council thereon.

The Clerk reported that a number of residents had asked if the council would be doing anything to mark the 75th anniversary of D Day.

Having discussed the matter with the Chairman of the Committee and the Mayor it was proposed that an event should be held with the following format:

An evening on the Square – Live music from 6.30pm - 8pm with a WW2 set, tea and cakes will be offered free of charge, a local group may be asked to assist with serving, seating (picnic benches will be provided.)

Following discussion, it was...

RESOLVED to

- a) recommend to the Full Council that an event be held on the Square on Thursday 6th June with a maximum budget of £1,000 to be met from the council’s contingency fund;**
- b) that it be delegated to the Clerk and the Chairman of the Events Committee to finalise the details.**

There being no further business the meeting concluded at 20.15

Approved: (Town Mayor)

Meeting date:14th May 2019..... (Council)

Approved: (Chairman)

Meeting date:28 May 2019.....(Committee)

APPENDIX 1

PROJECT PLAN

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



| | Completed | Responsible | Cost (£) |
|---|-----------------|-----------------|----------------|
| Administrative Tasks | | | |
| Set Date of Event | Event Critical | Committee | £0.00 |
| Meeting Dates | Event Critical | Committee | £0.00 |
| Licensing | Event Critical | Clerk | £45.00 |
| 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) | booked | office | £575.00 |
| Insurance Cover (Hired equipment) | tbc | office | £112.00 |
| Funding Requests (District Cllr) | done | clerk/chairman | -£200.00 |
| Business Funding Requests (working party) | | clerk/chairman | £0.00 |
| Marking Out Plans | done | office | £0.00 |
| Plan of Area on Map | tbc | office/chairman | £0.00 |
| Site inspection | tbc | Clerk/Chairman | £0.00 |
| TOTAL COSTS OF ADMIN | | | £582.00 |
| Infrastructure for Event | | | |
| Marquee / Stage | done | office | £450.00 |
| PA & Sound & Wireless Mike | done | office | £850.00 |
| Electric / Power | done | office | |
| Toilets | done | office | £415.00 |
| Water | done | office | £3.00 |
| Benches | done | office | £450.00 |
| Bales of Straw | done | office | £180.00 |
| Print Non-Smoking signs printed for each straw bale | tbc | office | |
| Grass Cutting - 14th May - email from Richard Tester- | tbc | office | |
| Stage Manager | volunteer | Committee | |
| Skip Hire | done | office | £90.00 |
| Van Hire | done | office | £252.21 |
| Bins | stock | office | |
| 2 Way Radios | ordered | office | £150.00 |
| Welfare Tent | tbc | office | |
| White Spray Cans | ordered | office | £25.00 |
| Bunting | From Flick Kemp | office | |
| Bin bag clips | done | office | |
| Gazebo | tbc | office | £439.00 |
| Misc Purchases | | office | |

| | | | |
|--|----------------|------------------|------------------|
| TOTAL COST OF INFRASTRUCTURE | | | £3,304.21 |
| ENTERTAINMENT | | | |
| Fair | booked | committee | £0.00 |
| Battle Re-enactment Group | booked | committee | £650.00 |
| Bordertrix | booked | committee | |
| Animals UK | booked | committee | £450.00 |
| Maddie Singer 2 x 30 mins | booked | committee | £350.00 |
| TOTAL COST OF ENTERTAINMENT | | | £1,450.00 |
| PROMOTION OF EVENT | | | |
| Design promotional materials | tbc | committee | £0.00 |
| Social Media: | | | £0.00 |
| RT Websire | tbc | office | |
| Facebook | tbc | office | |
| Twitter | tbc | office | |
| Leaflet Print | tbc | | £418.00 |
| Leaflet distribution / placement in media: | tbc | | |
| Raunds Roundup | tbc | office | |
| Reporter | tbc | office | |
| School Packs | tbc | office | |
| Local shops | tbc | | |
| Banners | | | £328.00 |
| TOTAL COST OF PROMOTION | | | £746.00 |
| Stalls | | | |
| Food | ongoing | committee/office | |
| Attractions | ongoing | | |
| Craft | ongoing | committee/office | |
| Stalls Income | | | |
| CAR PARKING | | | |
| SIGNAGE | done | office | |
| SITE INSPECTION | done | office | |
| TOTAL COST OF CAR PARKING | | | |
| TOTAL COST/TIME OF EVENT | | | £6,082.21 |