

RAUNDS TOWN COUNCIL

EVENTS COMMITTEE

Minutes: 31 May 2017: Start Time 7.30pm

PRESENT

Cllr H Howell, Cllr N Beck, Cllr R Levell, Cllr D Jones, Cllr B Tyman, Cllr B Tirebuck, Mrs D Merchant, Mrs M Levell, Mr J Duff, Mr N Ogden, Mrs M Hind, Ms S Bayley, Ms M Brinklow

IN ATTENDANCE

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

Prior to opening the meeting the Cllr N Beck (Mayor) welcomed everyone to the meeting and thanked the volunteers for all their support.

- 65.17 Election of a Chairman of the Events Committee.**
RESOLVED that Cllr Helen Howell be elected as Chairman of the committee.
- 66.17 Election of a Vice-Chairman of the Events Committee.**
RESOLVED that Cllr Bill Tirebuck be elected as Vice-Chairman of the committee.
- 67.17 To receive terms of reference for the Committee**
The Terms of Reference had previously been agreed at a Full Council Meeting; however amendments were required.

RESOLVED to ask the Full Council to review the terms of reference.
- 68.17 To Receive Apologies For Absence.**
Apologies received from Miss N Davies and Ms F Kemp.
RESOLVED to note the apologies
- 69.17 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.**
None Received
- 70.17 Notification of members questions in compliance with the councils standing orders.**
None Received
- 71.17 Declarations of Interest.**
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

Mr J Duff and Mr Ogden have a Pecuniary Interest as they supply services for Town Events.

The Clerk will email all information on Declaration of interests.

72.17 Mayors Show 2017 – A de-brief on the Mayors Show 2017, including feedback from East Northamptonshire Council.

Cllr Howell thanked everyone for their help to make the event on 30th April a huge success. The following points were noted for future events:

- **House of Venom** had been very popular for the whole day. It was agreed that they needed a larger area for future events. In addition it was agreed that double barriers were required around the venomous snakes.
- **Car Parking** on site will need to be looked into in more detail in particular need to consider disabled parking and allocating more spaces
- **Portable Toilets** were vandalised on the Monday evening and it was agreed that delivery and collection should be arranged for the same day if possible.
- **Food Traders** mentioned that the stage was too far away from them.
- **Stage area** was noted that the stage area was not marked out in time and so was set up in the wrong position. It will be marked out appropriately for future events. Location of the stage will differ dependant on the event.
- **Parking on Marshalls Road/Local area** A resident had complained about the parking situation on Marshalls Road. It was advised that parking restrictions on Marshalls Road will be applied for at future events in order to reduce this happening again. It was noted that cars were parked all along Marshalls Road and Twyford Avenue. Members agreed that parking at Millfield should be added to the posters and the parking signs to be updated with parking location.
- **Power** It was noted that one stall appeared to have been supplied with a domestic extension lead. The clerk will speak to the electrician to ensure that in future any power supplied has suitable outdoor leads.
- **Trolley** It was agreed that a form of trolley would need to be purchased or borrowed in order to assist in taking heavy items to locations after the time of no vehicle movement allowed on site. Band members would need to be informed of vehicle access timing in a letter confirming their attendance. A copy of this letter will be made available to volunteers on the day for reference.
- **Photography** Parents had approached Mr Duff expressing concerns about him taking photos on the day. They were advised of it being a public event; however it was agreed to have a disclaimer on the posters about an official photographer being on site.

- **Falconry Display** was successful; however it was noted that this is the second year that one of the birds have flown off site. It was noted that maybe due to the noise level, sights of the attractions and how busy it is, that these should attend an event like the Town Picnic as this has a calmer atmosphere.
- **Punch and Judy/Other attractions** It was noted that the running list had omitted the Punch and Judy show times. It was also noted that there was a lack of promotion of other things happening around the site during the day. For future events a more detailed script of fillers will be given to the compere to read out during the change of acts.

Cllr Howell informed all that for future events, due to the success and size of our events, the office will need to arrange meetings with East Northamptonshire Council's Safety Advisory Group (SAG). Cllr Howell and the Clerk had met with Mr Harrison from the SAG group in March to discuss the Mayor's Show due to having House of Venom in attendance. The office had worked extremely hard to cover all aspects required from the SAG team in order to secure House of Venom attending.

73.17 Calendar of Events: To recommend to the Full Council a calendar of events for 2017/18.

Members agreed that in future the Mayor's Show shall be on a Sunday and Summer Picnics will be on a Saturday.

The Carnival group will be invited to a meeting in order to discuss next year's event dates.

After discussion it was...

Resolved to recommend to Council the following dates for events:

9th July	Summer Picnic
30th October	Children's Halloween Party
10th November	Remembrance Sunday
27th November	Christmas Lights Switch On
20th May 2018	Mayor's Show

74.17 Stock List of Equipment: To compile a register of all equipment (including Christmas Lights) owned by the Town Council. The list may also include reference to equipment available to the Town Council.

Resolved to

- Compile an inventory of equipment in stock held at the Town Council;**
- For members to compile an inventory of other stock that is available for the Council to use at events.**

75.17 Promotion of Town Events – To consider means of promoting Town Council Events.

Members considered the report of the Clerk as shown in appendix 1 and it was...

RESOLVED that:

- a) A calendar of events will be included in the Annual report.
- b) EN Central, In your vicinity and Parent mail are to be added to the publications list.
- c) A hard copy calendar of events (e.g. in postcard format) will be prepared for all events including those arranged by other organisations and delivered to every home.
- d) The promotion of each event will be considered on a case by case basis.
- e) For the Town Picnic an advert will be placed in Raunds Round-Up and approval of the post was delegated to the Clerk.

76.17 Town Picnic: To consider arrangements, including the provision of entertainment, for the Town Picnic.

The Chair of the Committee ran through the arrangements for the Town picnic.

Following discussion it was...

RESOLVED that:

- a) Children's entertainment will be booked including face painting, bouncy castles, bubbleman (who will be asked to provide additional entertainment e.g. juggling, magician skills,etc)
- b) Asda will be asked to provide strawberries and cream for the event.
- c) 30 benches and 40 straw bales are to be booked
- d) Gingham tablecloths are to be ordered (with plenty of clips)
- e) Raunds Cricket Club will arrange the beer tent.
- f) Anyone with ideas for entertainment should email these through to the Clerk/Chair and it was delegated to the Clerk in consultation with the Chair of the committee to book the main entertainment for the day.
- g) The Clerk will seek additional sponsorship or funding for the event.

77.17 Christmas Lights 2017: To consider a theme for the Christmas Lights 2017.

The Chair explained that the local church were knitting angel decorations and would like them to be displayed on the town Christmas trees this year.

Following a brief discussion it was...

RESOLVED that the theme for the Christmas lights 2017 would be Angels, this would also be the theme for the Children's drawing competition.

78.17 Date of next meeting: To receive the dates of forthcoming meetings

Dates of future meetings were circulated and noted.

There being no further business the meeting concluded at 21:30

Approved: (Town Mayor)

Meeting date:13 June 2017..... (Council)

Confirmed:.....(Chairman)

Meeting date:21 June 2017..... (Committee)

Appendix 1: Promotion of Events

Summary:	
To consider the most appropriate means of promoting Town Events	
Attachments:	
None	
	<p>The Town Council has asked the Events Committee to consider the best means of promoting Town Events.</p> <p>The list below shows the potential channels that could be used to promote town events. Committee members may be able to think of others!</p> <p><u>Digital Media</u> Town Council website Social media: (Twitter, Facebook, Instagram)</p> <p><u>Printed Items for Local Distribution</u> Posters Banners Leaflet Drop</p> <p><u>Local Publications</u> The reporter Nene Valley News Northants Telegraph Raunds Round-Up</p> <p><u>Local Radio</u> Radio Northampton</p> <p>It was agreed by the Full Council that the clerk should provisionally reserve a place in the Raunds Round-up to advertise the Town Picnic. Raunds Round-Up have said that there will be no charge made for advertising this event.</p> <p><u>Recommendation</u> That the Events Committee make a recommendation to the Full Town Council on the promotion of events. Particular consideration needs to be given to promotion of the Town Picnic due to the timing of the event.</p>