

RAUNDS TOWN COUNCIL**EVENTS COMMITTEE**

Minutes: 21 June 2017: Start Time 7.30pm

PRESENT

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

IN ATTENDANCE

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

115.17 To Receive Apologies For Absence.

Apologies received from Cllr D Jones, Mr N Ogden and Ms F Kemp.

RESOLVED to note the apologies**116.17 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.**

None Received

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

None Received

118.17 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

119.17 Minutes – To approve minutes of the last meeting held 31 May 2017

Discussion took place regarding the Angels theme for Christmas Switch on Event resulting in a vote confirming that Angels will be the theme for the event on 26 November 2017.

RESOLVED that the minutes of the Events Committee meeting held 31 May 2017 be approved as a true record.**120.17 Events Calendar: To finalise the calendar of events for 2017/18.**

Raunds Youth Action Group committee members were in attendance to discuss a date for the Raunds Carnival in 2018.

Mrs Pauline Ellis explained that they have to take into consideration other Towns' Carnivals during the year and would like to have the Raunds Carnival on 21st July 2018.

Cllr Howell commended the group for their work organising the Carnival for such a small group they do a great job. They were reminded to apply to the Council for permission to use Amos Lawrence Park as soon as possible.

Cllr Tirebuck informed them that if they needed any help with contacts that the Council has, that they come to the office and vice versa.

The group were thanked for their time in coming to the meeting.

- 121.17 Skills Review** – To undertake a skills review of committee members. Cllr Howell went round the table and asked all members of their skills.

The Clerk holds the skills review for each member of the group. It was agreed that there was a wide range of skills around the table.

RESOLVED to note the review.

- 122.17 To receive terms of reference for the Committee**

A copy of the updated Standing Orders was given to all members and Cllr Howell read out the relevant section for the Committee.

All members noted that this had already been approved at Full Council and that it will be reviewed at a later date in order to make sure that it is satisfactory.

RESOLVED to note the Terms of Reference for the Events Committee.

- 123.17 Mayors Show 2017** –To receive the financial summary for the event. Budget Papers were made available as shown in Appendix 1 and Cllr Howell gave a brief run-down of the figures.

Cllr Howell and the Clerk answered member's questions. It was noted that the event had a small overspend

RESOLVED to note the figures for the Mayor's Show 2017

- 124.17 Raunds Summer Picnic**

- a) **Project Plan-** To receive the draft project plan for the Summer Picnic. The Clerk tabled the new project plan advising it was a working progress.

The Clerk and Chairman presented the project plan. It was agreed to add the starting budget at the top of the form.

Cllr Howell had sourced 40 bales of straw. It was agreed that the office will produce 'No Smoking' Signs to put on the bales.

Medical cover from the First responders has been confirmed and they will be given a £50 donation.

The office will ask Mr Ogden to borrow a 3mx3m Gazebo for the welfare tent.

Mr Duff will supply bin bags for the event and bags will be clipped onto the bins to help secure them better.

The office will contact Turney's to cut the grass at Bassfords ready.

RESOLVED that the revised project plan be circulated to all members of the committee following the meeting.

b) Running Order- To finalise the running order for the event.

Sponsorship had been secured from Taylor Whippey.

Pure Genius are booked who will perform from 15:00 – 16:00 and 17:00 – 18:00.

A children's entertainer who is a balloon modeller and magician and will perform throughout the day is booked.

Mr Duff will speak to Bugtopia to find out if they can come along during the day.

Cllr Howell and Cllr Beck will find out contact details for an entertainer for the arena.

Ms Bailey advised she knew of Ruby's Ballet class and will forward on details to the office.

It was asked that if anyone knew of any other entertainment that could perform for 15 minutes to let the Clerk know asap.

RESOLVED to note the draft running order.

c) Task Allocation-To allocate volunteers for the day of the event and preparations.

Members agreed to continue with the meeting for a further 5 minutes.

Members were given the first draft of the volunteer's preamble with task allocations for the day.

Cllr Howell and the Clerk will meet on Friday 7th July to mark out the area for the stage. Cllr Howell will meet the eclipse marquee, who are supplying the stage and Ken Dunkley, the electrician at 08:30 on Sunday to let them know of the mark out.

The Clerk and Emma Williams will be serving the Strawberries and Cream. Joanne Coduri and Daisy Burton will be serving the popcorn.

It was agreed that all would be available and will meet at the stage on Sunday 9th July at 12:00pm where volunteers will be allocated their tasks for the day.

125.17 Christmas Lights 2017: To consider infrastructure for the 2017 event.

Resolved that the office can make a start on the admin including applying for road closures in progress for the Christmas Lights Switch on Event in November.

There being no further business the meeting concluded at 21:35

Approved: (Town Mayor)

Meeting date:11 July 2017..... (Council)

Confirmed:.....(Chairman)

Meeting date:27 September 2017..... (Committee)

Appendix 1

Mayors Show Financial Summary

		<u>Description</u>	<u>Amount £</u>
4925	280	Mayors Show 2017/ Falconry Mayor's Show 2017/	400
4925	280	Stage/Marquee	450
4925	280	Mayor's Show '17 Punch & Judy	210
4925	280	Mayor's Show 2017 Benches	300
4925	280	Mayor's Show 2017. Entertainment	390
4925	280	Mayor's Show - Straw Bales	80
4925	280	Mayor's Show - Van Hire	191.67
4925	280	Mayor's Show - Bubbles	150
4925	280	Mayor's Show - House of Venom	300
4925	280	Mayor's Show - Electrical	850
4925	280	Mayor's Show - Equipment	111.95
4925	280	Maoyr's Show - Banner	27.5
4925	280	Rosettes	20.31
4925	280	Mayor's Show - Skip Hire	90
Total Expenditure			<u>3571.43</u>
Mayors Show Grants (Income)			
1015	280	1 Empowerment Funding	<u>450</u>
Net Expenditure			<u>3121.43</u>
Budget			3000

Shortfall/Surplus**-121.43**