

**RAUNDS TOWN COUNCIL**

**EVENTS COMMITTEE**

Minutes: 31 January 2018: Start Time 7.30pm

**PRESENT**

Cllr H Howell (Chairman), Cllr M Hind, Cllr R Levell, Cllr B Tirebuck, Cllr R Tyman, Cllr J Duff, Mrs M Levell, Mr N Ogden.

**IN ATTENDANCE**

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

**518.17 To Receive Apologies For Absence.**

Apologies were received from  
Cllr D Jones, Cllr N Beck, Ms S Bayley, Ms M Brinklow and Ms F Kemp  
**RESOLVED to note the apologies**

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

**NONE RECEIVED**

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

**NONE RECEIVED**

**521.17 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

**NONE RECEIVED**

**522.17 Minutes:** confirm the minutes of the Events Committee meeting held 22 November 2017.

**RESOLVED that the minutes of the meeting held on 22 November 2017 be confirmed as a true record.**

**523.17 To consider the formation of working groups to support the work of the Events Committee.**

Members discussed the merits of setting up working groups to support the committee. Following discussion it was agreed that it was useful for the groups to work across all events, so for example the entertainment working group will consider entertainment for all events.

It was noted that the purpose of the working groups was simply to research an item and present this to the committee for consideration and approval.

It was agreed that a maximum of three members per working group would ensure that the groups remained effective.

**Following discussion it was RESOLVED...**

- **to form an entertainment working group.**  
The members of the group are to be Cllr Tyman, Cllr Hind and Mr Ogden.
- **to form a stalls working group.**  
The members of the group are to be Cllr Tyman, Cllr Hind and Cllr Duff.
- **to form a sponsorship working group.**  
The members of the group are to be Cllr Tirebuck, Cllr Levell and Mrs Levell.
- **to form a volunteer recruitment working group.**  
The members of the group are to be Cllr Howell, 2 additional members may join the group.
- **to form any other working groups that may be required.**  
It was agreed that other working groups would be formed if required during the year.

**524.17 Mayors Show 20<sup>th</sup> May 2018**

- a) to agree the theme for the event.

As the event is being held the day after the Royal Wedding it was agreed that the general theme would be British/Wedding. Cardboard cut outs of members of the Royal Family would be placed around the arena for photos and a limited number of "Harry and Meghan" masks would be given out. Bunting would be used to decorate the area and Union Jack tablecloths would be used on the picnic tables.

**RESOLVED that the theme of the event would be British/Wedding.**

- b) to agree the timing for the event.

**RESOLVED that the event would run from 1pm-5pm**

- c) to consider entertainment and attractions for the event.

It was noted that the working party will look at entertainment for the event. Cllr Howell explained that the fairground operator was able to extend the range of attractions that he could bring to the event.

Cllr Howell also explained that House of Venom may be able to attend the show but that they would not bring venomous snakes on this occasion.

**RESOLVED that:**

- **Cllr Howell will contact the fairground operator to discuss the attractions they have available before contacting any other suppliers.**
- **Cllr Howell will also contact House of Venom to discuss their participation in the 2018 event.**

d) to consider stalls, including food stalls, for the event.

It was noted that the working party will look at stalls for the event.

e) to agree arrangements for the beer tent at the event.

**RESOLVED that the Cricket Club will run the beer tent as in previous years.**

**It was noted that a dropped kerb would make access onto Bassfords easier and that the Clerk will apply for the relevant license.**

**525.17 To review the comments from the working party meeting and feedback from the 2017 Christmas Lights event.**

Cllr Howell updated members on feedback from the 2017 Christmas Lights event. Overall the event had been very successful.

The working party meeting had in particular noted the following:

Issues with peddlers-The Clerk will investigate if it is possible to lift all highways restrictions within the event area.

Heat in the grotto: The temperature in the grotto had been extremely uncomfortable for those working in the grotto.

Disabled access had been an issue as a fairground ride had blocked the dropped kerbs in places, this will be looked at for the 2018 event.

Further consideration will be given to extending the road closure along Marshalls Road to junction with Windmill Avenue. The Clerk will also contact the Catholic Church to discuss access arrangements.

**RESOLVED to note the report.**

**526.17 Christmas Lights Switch On 2018**

**a. Children's Competition**

- i. to consider running the competition in 2018

Following discussion it was...

**RESOLVED that the competition should continue in 2018.**

- ii. to consider options for the supply of the motif.

Following discussion it was....

**RESOLVED that the supplier of the motif will be reviewed and consideration will be given to alternative suppliers in 2018.**

- iii. to consider the theme for 2018 and whether to provide children with a template.

Following discussion it was...

**RESOLVED that a template would be given to the children and that the theme for 2018 would be Christmas Trees.**

- iv. to consider the rules of the competition.

Draft rules were presented to the committee and following discussion it was...

**RESOLVED that the rules of the competition would be as shown in appendix 1.**

- b. Sponsorship: to consider the approach to take** (note this may be delegated to a working group)

It was noted that the working party will look at entertainment for the event.

- c. Entertainment: to consider a headline act** (note this may be delegated to a working group).

It was noted that the working party will look at entertainment for the event

- d. Best Dressed Window Competition**

- i. to consider running the competition in 2018.

Following discussion it was agreed that for 2018 a "Christmas Wreath Competition" would run. Entrants would be asked to decorate a Christmas wreath to be displayed on their premises. The wreaths should be decorated in a theme in-keeping with their business.

**RESOLVED to run a "decorate a Christmas wreath" competition.**

- ii. to consider the rules of the competition

Draft rules were considered and agreed as shown below.

- the competition is just for fun.
- the Town Council must be advised if you are entering so that all entries are judged.
- the council will advise businesses of the entry dates.
- entries will be marked out of 20:
  - Marks out of 10 will be awarded for design
  - Marks out of 10 will be awarded for “relevance to your business”

**RESOLVED to note the outline rules of the competition.**

- iii. to consider the judging arrangements for the competition.

Following discussion it was agreed that three mayors from neighbouring towns will be asked to judge the competition. One of the judges will be appointed head judge and in the event of a tie in votes the head judge will have the casting vote.

**RESOLVED to note the judging arrangements.**

- e. **Christmas Tree Festival:** To consider running a Christmas Tree Festival in 2018.

**Following discussion it was agreed that the sponsorship working party will look into whether a sponsor might wish to run the event.**

- f. **Santa’s Grotto:** To consider arrangements for the grotto in 2018 and to consider if a pre-booking queuing arrangement should be put in place.

Following discussion it was agreed to trial a pre-booking system for 2018, although some slots will be left available for “walk-ins”

The office will ask the Enterprise Centre to turn the heating off on the day.

A gazebo will be erected outside to give some shelter for those queuing.

The grotto will open at 2pm (with a 15 minute closure for the parade) and run until 6pm to allow more children to meet Santa.

**RESOLVED to note the arrangements for the grotto.**

**527.17 To agree the details of the “What’s On” Calendar**

A draft “What’s-On” calendar was presented to the committee and subject to minor amendments it was...

**RESOLVED to recommend to the Full Council that the “Whats-On calendar as amended be distributed to every household.**

There being no further business the meeting concluded at 21: 25

Approved: ..... (Town Mayor)

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

Confirmed :.....( Chairman)

Meeting date: .....28 February 2018..... (Committee)

**Appendix 1****Children’s Drawing Competition Rules of Entry**

1. Entrants must be in year 1 of primary school
2. Entry forms will be distributed to Windmill Primary School and Raunds Park Infant School.
3. Only 1 entry per child is allowed.
4. Only entries on official entry forms will be accepted.
5. Once completed entry forms can be returned to your classroom teacher at Windmill Primary School or Raunds Park Infant School.
6. The closing date for entries is xx/September/2018
7. Entries received after the closing date will not be included in the judging.
8. The judging panel will be appointed by Raunds Town Council.
9. Judges will have no connection to the entrants and will not be given the names or details of entrants, until judging is complete.
10. The judges will be considering which drawing will be the most effective as a Christmas Light and they may seek advice from our lighting contractors as to which drawing is most effective.
11. The winning entry will be announced on xx/November/2018
12. The judge’s decision is final.