

RAUNDS TOWN COUNCIL**EVENTS COMMITTEE**

Minutes: 28 February 2018: Start Time 7.30pm

PRESENT

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

IN ATTENDANCE

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

Prior to accepting apologies, the Chairman explained that resignations had been received from Maggie Brinklow and Steph Bailey. The Chairman noted that the Clerk had already written to them both thanking them for all their hard work. The Chairman and committee members echoed this and particularly noted their excellent contribution to the 2017 Christmas Lights Event.

599.17 To Receive Apologies For Absence.

Apologies were received from
Cllr D Jones, Cllr N Beck, Cllr R Levell
RESOLVED to note the apologies

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

None received

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

None received

602.17 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

603.17 Minutes: confirm the minutes of the Events Committee meeting held 31 January 2018

RESOLVED that the minutes of the meeting held on 31st January 2018 be confirmed as a true record.

604.17 To receive an update from the working groups.**a) To receive an update from the sponsorship working group.**

Cllr Tirebuck gave a report on the work of the sponsorship working group. He explained the steps the group wished to take:

- Research suitable targets, e.g. local businesses.
- Letter to be sent to all business by mid-March introducing the Town Council and the idea of sponsoring events.
- The letter will be followed up by phone and face to face meetings will be arranged.
- The initial focus would be on the Mayors Show, but the group would be looking for businesses to make an ongoing annual commitment to support Town Events.

It was agreed by all that this was a sensible approach and following brief discussion regarding the wording of the letter it was...

RESOLVED that:

- **The final wording of the letter be delegated to the Clerk in conjunction with the Chairman of the Committee and members of the working group.**
- **The office will supply the sponsorship working group with a list of all local businesses.**
- **The Sponsorship committee should also contact suppliers to the Town Council, the Town Clerk will supply a list.**

b) To receive an update from the volunteers working group.

Cllr Howell explained that she was currently the only member of this working group and any other members of the committee were invited to join the group. Cllr Howell would continue to promote volunteering through word of mouth. And it was...

RESOLVED that the office would support a social media campaign for more volunteers.

c) To receive an update from the entertainment working group.

The entertainment working group had not met, but individually they had been looking at various acts.

Cllr Howell explained that Rushden had supplied a list of acts used at their events which might prove useful.

It was agreed that the group would focus on looking for arena acts and a headline act for the Mayors Show. They would circulate details of acts being considered to all members of the committee ahead of the March meeting so that the final decision can be made at that meeting.

RESOLVED to note the report.

d) To receive an update from the stalls working group.

The group had not yet met, but would do so ahead of the March meeting and it was...

RESOLVED that the office would send a letter to all existing stall holders giving details of 2018 events and that the Mayors Show would be added to stall finder.

605.17 Mayors Show 2018**a) to give further consideration to timing for the event.**

As the event was being held later in the year consideration was given to holding the event from 1pm- 6pm. However following brief discussion it was...

RESOLVED that the timing for the event would remain 12pm-5pm.

b) to consider and confirm the infrastructure needed for the event.

A discussion was held about the infrastructure required for the event and it was agreed that the following items were required:

Item		Notes:
Gazebo	Purchase	
Marquee/Stage	Hire	
Toilets	Hire	1 x gents, 1 x ladies 1 x disabled
Sinks	Hire	x2
Benches	Hire	
Power (for stage and RTC stalls)	Contractor	RTC contractor
Straw Bales	Hire	
Skip	Hire	Ask Mick George
Kerb Ramp/Kerb Bags	Purchase	
Car parking signs	Purchase	Something sturdier may be required as signs had been affected by the wind.
Bins	Purchase	Purchase if required, check stock
Meghan and Harry Masks/cut-outs	Purchase	Check prices with A&R print

RESOLVED that the office would arrange for the above infrastructure to be in place.

A further discussion took place around parking at the event and it was....

RESOLVED to apply to NCC for parking restrictions to be put in place on Marshalls Road

c) to consider ideas for promotion and advertising for the event.

A design will be supplied to the next meeting.

606.17 To confirm that an additional meeting will be held on 25th April 2018.

RESOLVED that an additional meeting will be held on 25th April 2018 in order to prepare for the Mayors Show.

There being no further business the meeting concluded at 19:47

Approved..... (Town Mayor)

Meeting Date.....13th March 2018..... (Council)

Confirmed..... (Chairman)

Meeting Date.....28th March 2018..... (Committee)