

**RAUNDS TOWN COUNCIL**

**EVENTS COMMITTEE**

Minutes: 25 April 2018: Start Time 7.30pm

**PRESENT**

Cllr H Howell (Chairman), Cllr B Tirebuck Cllr M Hind, Cllr J Duff, Cllr B Tyman,

**IN ATTENDANCE**

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

Also in attendance Mr K Dunkley.

**697.17 To Receive Apologies For Absence.**

Apologies were received from Cllr R Levell, Cllr D Jones, Mrs M Levell, Ms F Kemp and Mr N Ogden.

**RESOLVED to note the apologies**

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

None received

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

None received

**700.17 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

**701.17 Minutes:** confirm the minutes of the Events Committee meeting held 27 March 2018

**RESOLVED that the minutes of the meeting held on 27 March 2018 be confirmed as a true record.**

**702.17 To receive a verbal update from the working groups and to agree the next steps.**

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

Cllr Tirebuck gave a report on the work on the sponsorship working group. A number of companies had been contacted and appointments made with some local suppliers.

Contact had also been made with Mick George who also suggested that an application was made to their community fund.

It was also suggested that the group contact council suppliers with a view to gaining sponsorship from them.

**RESOLVED to note the report.**

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

Cllr Howell advised that the council website, social media, digital noticeboard and word of mouth were all being used to gain additional volunteers.

**RESOLVED to note the report.**

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

Cllr Tyman reported on the work of the entertainment working group. It was noted that the Freddie Hall Band had been booked for the Mayors Show as a result of the work of the working group.

Other leads would be followed up for future events.

**RESOLVED to note the report.**

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

Cllr Hind and Cllr Howell reported on the stalls that had been booked to date. It was noted that there was a good range of activities on the field. It was agreed that additional craft stalls would add to the event.

**RESOLVED to note the report.**

**703.17 Mayors Show 2018:** To receive verbal updates on the following:

**a) update on parking restrictions on Marshalls Road for the duration of the event (including details of permit arrangements)**

The road closure had been approved by Northamptonshire Highways. Professional stewards had been appointed to staff the closure. Permits will be issued to performers, residents and traders. Additional signage will be put in place to direct people to the car park on the Millfield.

**RESOLVED to note the details of the road closure.**

**b) to agree the final design of promotional materials for the event.**

Promotional leaflets, poster and banners were shown and the final design was agreed upon. Banners will be displayed throughout the town on a rotating basis, with larger banners permanently displayed at Bassfords Recreation Ground and the Saxon Hall bank.

**RESOLVED to note the details of the promotional materials.**

**c) to agree the final poster for the cake competition.**

The leaflets was circulated and the final design was agreed upon.

**RESOLVED to note the design of the promotional poster.**

**d) to agree details for the children's races.**

Cllr Howell ran through the details of the children's races. The children will take part in sack races or egg and spoon races. The number of races will be decided on the day depending on the number of children who want to join in.

All the children who take part will be given Harry and Meghan masks

Prizes are being arranged through the office.

**RESOLVED to note the details of the children's races.**

**e) to note the layout for the event (to be displayed at meeting)**

Cllr Howell presented the layout for the event, as show in appendix 1. Details of the stalls and attractions were discussed.

**RESOLVED to note the layout of the event.**

**f) to receive information on charity fundraising at the event**

Fundraising buckets for the stroke association will be placed at the arena and the competition and welfare tents.

**RESOLVED to note the details of fundraising**

**g) to receive the draft safety briefing for the event**

The Clerk presented the draft safety briefing for the event. The Clerk and Chairman of the committee had presented details of the event to the safety advisory group at East Northamptonshire Council who were happy with the plans for the event. Additional advice had been given which was being incorporated into the safety briefing.

**RESOLVED to note that the safety briefing.**

**h) to receive the running order for the event**

Cllr Howell presented the running order for the event.

**RESOLVED to note the running order.**

- i) Project Plan: to receive the project plan for the mayors show, including costings for the event.**

The clerk presented the project plan as shown in appendix 2. It was noted that stewarding costs and sundry items still needed to be added to the plan and that the overall outturn would be close to the budget.

**RESOLVED to note the project plan.**

- 704.17 Covered Seating Area (CSA) to receive a draft program of events for the covered seating area.**

A verbal update was given of the bookings made to date for the covered seating area. A number of groups had contacted the council and asked to use the CSA for their events.

**RESOLVED to note the draft program of events.**

There being no further business the meeting concluded at 20:47

Approved: ..... (Town Mayor)

Meeting date: .....8<sup>th</sup> May 2018..... (Council)

Approved: ..... (Chairman)

Meeting date: ..... (Committee)

APPENDIX 1





Insurance Cover								KH		£0.00
Funding Requests (District Cllr)		DONE						KH/HH		- £650.00
Business Funding Requests (working party)			?					KH		£0.00
Marking Out Plans		DONE						KH		£0.00
Plan of Area on Map		DONE						KH		£0.00
Site inspection								?	KH	£0.00
<b>TOTAL COSTS OF ADMIN</b>									<b>1.5</b>	<b>- £175.00</b>
<b>Infrastructure for Event</b>										
Marquee / Stage	Event Critical							JC	0.25	£450.00
PA & Sound & Wireless Mike	Event Critical							JC	0.25	£750.00
Electric / Power	Event Critical							JC	0.25	£150.00
Toilets		booked						JC	0.25	£600.00
Water		booked						JC	0.25	£20.00
Benches		booked						JC	0.1	£450.00
Bales of Straw			booked					JC	1	£240.00
Print Non-Smoking signs printed for each straw bale								JC		
Grass Cutting										
Stage Manager	volunteer							KH	0	
Skip Hire								JC	0.1	£95.00
Van Hire	?								0	£200.00
Bins	From TC stock							JC	0	







