

RAUNDS TOWN COUNCIL

EVENTS COMMITTEE

Minutes: 30 May 2018: Start Time 7.30pm

PRESENT

Cllr H Howell (Chairman), Cllr B Tirebuck, Cllr R Levell, Cllr B Tyman, Cllr L Wilkes, Ms F Kemp, Mrs M Levell

IN ATTENDANCE

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

- 42.18 To elect a Chairman of the Events Committee**
RESOLVED that Cllr Howell be elected as Chairman of the committee.
- 43.18 To elect a Vice-Chairman**
RESOLVED that Cllr Tirebuck be elected as Vice-Chairman of the committee.
- 44.18 To Receive Apologies for Absence.**
Apologies were received from Cllr D Jones, Cllr M Hind and Mr D Jones
RESOLVED to note the apologies
- 45.18 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.**
NONE RECEIVED
- 46.18 Notification of members questions in compliance with the councils standing orders.**
NONE RECEIVED
- 47.18 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
- 48.18 Minutes: confirm the minutes of the Events Committee meeting held 25 April 2018**
RESOLVED that the minutes of the Events Committee meeting held on 25th April 2018 be confirmed as a true record.

49.18 Review of Mayors Show 2018

a. To receive the project planner including the final costs for the event.

The project planner was received as shown in Appendix 1. It was noted that the event had been put on within budget. The cost of the event was less than 50p per resident.

RESOLVED to note the final project planner for the Mayors Show 2018

b. To review the event including feedback from residents.

The Chairman thanked everyone for making it such a successful event.

- Overall it was felt that the road closure had worked well.
- It was agreed that a good range of entertainment had been put on, in particular everyone had enjoyed the Tug of War and Children's races.
- A good range of food had been on offer
- During the Event the Environmental Health and Licensing teams from ENC visited the event and commented as follows:

“Well run event, safe very well organised. Well done to all involved”.

Minor points were raised for future reference:

- 1) A food retailer briefly held food at ambient temperature on a hot day, this matter was resolved on the day.
- 2) Lack of signage directing people to wash their hands after handling animals
- 3) A food retailer (v low risk) was not registered to sell food (cold drinks)
- 4) Young people running tombola where alcohol was being issued.

As ENC were pleased with the safety and running of the event it had been agreed that no safety advisory group meeting was required for the picnic and that for the Christmas lights a copy of risk assessments and details of food retailers were all that would be required.

The following comments were raised:

- Toilet checks were required throughout the event
- It would be useful to receive feedback from Stall holders
- Consideration could be given to altering the layout for future events to give better positions to all stall holders.
- Information and signage around parking could be improved

- Food stalls should be asked to provide menus, including prices, ahead of the event.
- A query was raised over the cost of rides, however it was felt that the prices were reasonable.

RESOLVED to note the review of the event.

50.18 Review of working parties: To discuss the arrangements for working parties.

Members considered the role of working parties and following discussion it was...

RESOLVED that the working parties would close and any leads would be passed back to the office.

51.18 Raunds Summer Picnic 2018

- a. To receive the project plan for the event

The draft project planner was circulated. The clerk explained that this would be updated and circulated prior to the next meeting.

RESOLVED to note the project planner.

- b. To consider entertainment for the event

A number of suggestions were considered for entertainment for the event and it was..

RESOLVED that it be delegated to the Clerk in consultation with the Chairman of the Committee to arrange for entertainment for the event.

52.18 To confirm the dates for future events: To approve the proposed dates for 2019 events:

- a. Sunday 19 May-Mayors show
- b. Saturday 6th July- Summer Picnic
- c. Thursday 31st October- Halloween Party
- d. Sunday 24th November-Christmas Lights switch-on

Members considered the draft dates and it was...

RESOLVED to recommend to the Full Council that the dates for future events be as shown above.

53.18 Christmas Lights 2018

- a. To note that a theme of Christmas trees has been agreed

RESOLVED to note the theme.

b. To consider a name for the event

RESOLVED that all members of the committee would be asked to submit suggestions for a name of the events which would be considered at the next meeting.

c. To approve the stress testing of lighting brackets

RESOLVED that the stress testing be approved

d. To consider a headline act for the event

RESOLVED that Maximum Robbie be approached to perform at the event for 2018.

54.18 Covered Seating area: To receive a verbal update on the program of events for the covered seating area

An update on entertainment being booked was given. It was suggested that the best time for events would be 11am-12.30pm on a Saturday.

A number of suggestions for future events were made.

It was agreed that the ELR committee should be asked to further consider the budget for the entertainment.

There being no further business the meeting concluded at 21:02

Approved: (Town Mayor)

Meeting date:12th June 2018..... (Council)

Approved: (Chairman)

Meeting date:31st July 2018.....(Committee)

APPENDIX 1

PROJECT PLAN

Raunds Town Council - Mayors Show
20 May 2018 Budget 5000



	Prior Weeks	16-Apr-18	23-Apr-18	30-Apr-18	07-May-18	14-May-18	21-May-18	Responsible	Time (hrs)	Cost (£)
Event Meetings	Internal	Committee	Internal	Internal	Committee				12	
Attend Event							20-May-17	All	24	
Event Debrief							TBC		3	
Administrative Tasks										
Set Date of Event	Event Critical							FC	0.25	£0.00
Meeting Dates	Event Critical							EC	0.25	£0.00
Licensing	Event Critical							KH	1	£25.00
Risk Assessments						Draft reviewed at SAG				£0.00
Fire Risk Assessments								KH		£0.00
Police Aware		SAG meeting						KH		£0.00

Fire Service Aware								KH		£0.00
Medical Cover								KH		£50.00
Road Closure (cost =staffing)	Applied									£397.50
Insurance Cover								KH		£112.00
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
TOTAL COSTS OF ADMIN									1.5	-£65.50
Infrastructure for Event										
Marquee / Stage	Event Critical							JC	0.25	£450.00
PA & Sound & Wireless Mike	Event Critical							JC	0.25	£850.00
Electric / Power	Event Critical							JC	0.25	
Toilets		booked						JC	0.25	£415.00
Water		booked						JC	0.25	£3.00
Benches		booked						JC	0.1	£450.00
Bales of Straw			booked					JC	1	£180.00
Print Non-Smoking signs printed for each straw bale								JC		
Grass Cutting										
Stage Manager	volunteer							KH	0	

Skip Hire							JC	0.1	£90.00
Van Hire	?							0	£252.21
Bins	From TC stock						JC	0	
2 Way Radios	Niamh?						JC	0	
Welfare Tent	From TC stock						JC		
White Spray Cans	From TC stock						EW	0	£25.00
Bunting	From Flick Kemp						FC	0	
Table Cloths							EW	0.25	
Cloth Clips							EW	0	
Bin bag clips							EW		
Misc Purchases							EW	0	£159.00
TOTAL COST OF INFRASTRUCTURE								2.7	£2,874.21
ENTERTAINMENT									
Fair	booked						HH/KH	0.25	£0.00
Jimmy James	booked						JC	1.5	£175.00
Freddie Hall Band	booked						KH	0.5	£400.00
Falconry		booked					JC	0	£400.00
Urban Safari	booked						JC	0	£500.00
Bordertrix	booked						JC	0	£0.00
TOTAL COST OF ENTERTAINMENT							JC	2.25	£1,475.00

Stalls										
Food		booked								-£350.00
Attractions										-£150.00
Craft		booked						KH		-£355.00
Stalls Income									0	-£855.00
CAR PARKING										
SIGNAGE								EW	0.5	-£100.00
SITE INSPECTION								KH	0.5	
TOTAL COST OF CAR PARKING									1	-£100.00
TOTAL COST/TIME OF EVENT										
								?	12.65	£4,330.71
Infrastructure										
Gazebo										£629.00
Grand Total										£4,959.71