

RAUNDS TOWN COUNCIL

EVENTS COMMITTEE

Minutes: 26 February 2019: Start Time 7.30pm

PRESENT

Cllr H Howell (Chairman), Cllr R Levell, Cllr R Tyman, Cllr L Wilkes, Cllr J Duff, Cllr O Curtis, Cllr B Tirebuck, Mrs M Levell, Mrs A Curtis, Ms F Kemp, Mr D Jones, Mr K Dunkley.

IN ATTENDANCE

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

- 617.18 To Receive Apologies for Absence.**
Apologies were received from Cllr D Jones
RESOLVED to note the apologies.
- 618.18 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.**
None received
- 619.18 Notification of members questions in compliance with the councils standing orders.**
None received
- 620.18 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
- 621.18 Minutes: confirm the minutes of the Events Committee meeting held 29 January 2019**

Cllr Levell asked that the Cricket Club be asked to supply a breakdown of their income/expenditure for the Mayor's Show 2019 and Summer Picnic 2019.

RESOLVED that the minutes of the Events Committee meeting held on 29th January 2019 be confirmed as a true record
- 622.18 What's on Postcard:** To approve the design of the 2019 what's on postcard.

Members reviewed the draft 2019 What's On Postcard, a number of amendments were made to the formatting and the events to be included were updated.

Following discussion, it was...

RESOLVED that it be delegated to the Clerk in consultation with the Chairman of the Committee to arrange for the postcard to be printed and distributed.

623.18 Raunds Town Cricket Club Firework Display:**a) To receive an update on the 2019 firework event**

Cllr Howell updated members to advise that the Town Council would be supporting the Firework display again in 2019, but that the support had been reduced as the Cricket Club worked towards the Firework Display being a self-funding and profitable event for them.

It was noted that Kimbolton Fireworks were no longer trading and alternative suppliers were being sourced.

RESOLVED to note the report.

b) To make a call for volunteers to support the Firework event

The Town Council would not be providing any staff for the 2019 event, but Cllr Howell asked that anyone willing to volunteer let the office know so that their details can be passed onto the Cricket Club.

RESOLVED to note the report.

624.18 Mayors Show 2019:**a) To receive the project planner for the 2019 event**

The Clerk supplied the draft project planner for the 2019 event, as shown in Appendix 1. Plans were well underway although certain items and the running order were still to be confirmed and costed

b) To consider infrastructure for the event.

It was noted that most infrastructure was now in place. The benches and straw bales were still to be confirmed.

c) To consider a draft line-up for the event.

This item was deferred until the extent of the battle re-enactment activities were known

d) To consider stalls for the Mayors Show (including a review of those booked)

Members reviewed the stalls already booked.

It was agreed that a better mix of food was still needed including vegetarian food and further craft stalls were needed.

Following discussion, it was agreed that a charge should be made for the bar. The Clerk will discuss this with the Cricket Club.

e) To consider other attractions for the Mayors Show (including inflatables / fairground and other attractions)

Members reviewed the attractions already booked and it was agreed that there was a good mix of attractions was in place.

f) To consider a children's competition for the event.

It was suggested that a children's competition should be run, in keeping with the medieval theme for the event.

It was proposed and agreed by all that children should be asked to design a family shield. The schools could be involved, and children could have the opportunity to make the shields on the day. The town council will provide a gazebo and craft materials for children to take part.

RESOLVED to note the report.

625.18 Raunds Summer Picnic

a) To consider the headline act for the event.

Members reviewed a number of acts and a shortlist was agreed upon. The Clerk will check availability and costs for each of the acts and advise members.

RESOLVED that it be delegated to the Clerk in consultation with members of the committee to book a suitable act for the Summer Picnic.

b) To review other attractions for the event.

It was agreed that other attractions would be for the event would be in the same format as previous years and so would include:

Bouncy castles
Free Strawberries and Cream
Free Pop-corn
Bar service to be available

RESOLVED that it be delegated to the office to make the appropriate arrangements

626.18 Christmas 2019

a) To approve the layout plan for the 2019 Christmas display

Cllr Howell presented the layout plan for the 2019 Christmas Display and elaborated thereon.

Some amendments are additions to the 2018 display were discussed and it was agreed that the electrics for the additional Willow lights needed to be put in place during the Spring.

Consideration would be given to using white lights along the high street, rather than the coloured lights, which could be used at Saxon Hall. This will be reviewed subject to stock.

RESOLVED to note the layout plan.

b) To approve a supplier for the Children’s drawing competition 2019

This item was deferred

There being no further business the meeting concluded at 21:27

Approved: (Town Mayor)

Meeting date:12th March 2019..... (Council)

Approved: (Chairman)

Meeting date:26th March 2019.....(Committee)

DRAFT

APPENDIX 1

PROJECT PLAN

**Raunds Town Council - Mayors
Show
19 May 2019 Budget-6500**



	Prior Weeks		Responsible	Time (hrs)	Cost (£)
Event Meetings	Internal			12	
Attend Event		19-May-19	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					£0.00
Fire Risk Assessments			KH		£0.00
Police Aware			KH		£0.00
Fire Service Aware			KH		£0.00
Medical Cover			KH		£50.00
Road Closure (cost =staffing)					£500.00
Insurance Cover			KH		£112.00
Funding Requests (District Cllr)			KH/HH		£0.00
Business Funding Requests (working party)			KH		£0.00
Marking Out Plans			KH		£0.00
Plan of Area on Map			KH		£0.00
Site inspection		?	KH		£0.00
TOTAL COSTS OF ADMIN				1.5	£687.00
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			JC	0.25	£415.00
Water			JC	0.25	£3.00
Benches			JC	0.1	£450.00
Bales of Straw			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	Debbie?		JC	0	
Welfare Tent	From TC stock		JC		
White Spray Cans	From TC stock		EW	0	£25.00

Bunting	From F.Kemp		FC	0	
Table Cloths			EW	0.25	
Cloth Clips			EW	0	
Bin bag clips			EW		
Misc Purchases			EW	0	
TOTAL COST OF INFRASTRUCTURE				2.7	£2,715.21
ENTERTAINMENT					
Fair	booked		HH/KH	0.25	£0.00
Battle Re-enactment Group	booked		JC	1.5	£650.00
Bordertrix			KH	0.5	
Urban Safar/Petting Zoo			JC	0	
Maddie Singer 2 x 30 mins	booked		JC	0	£350.00
			JC	0	
TOTAL COST OF ENTERTAINMENT			JC	2.25	£1,000.00
PROMOTION OF EVENT					
Design promotional materials			EW	2	£0.00
Social Media:			EW	2	£0.00
RT Websire					
Facebook					
Twitter					
Leaflet Print			EW	0.25	
Leaflet distribution / placement in media:			EW	0.1	
Raunds Roundup					
Reporter					
School Packs					
Local shops					
Banners			EW	0.25	
TOTAL COST OF PROMOTION				4.6	£0.00
Stalls					
Food					
Attractions					
Craft			KH		
Stalls Income				0	
CAR PARKING					
SIGNAGE			EW	0.5	
SITE INSPECTION			KH	0.5	
TOTAL COST OF CAR PARKING				1	
TOTAL COST/TIME OF EVENT					
			?		£4,402.21