

**RAUNDS TOWN COUNCIL****EVENTS COMMITTEE****Minutes: 04 April 2023 Time 7.30pm****PRESENT**

Cllr M Levell (Chairman), Cllr P Byrne, Cllr O Curtis, Cllr R Levell and Cllr T Swailes.

**IN ATTENDANCE**

Nicola Joy, Assistant Clerk (Minutes)  
Simon Smart, Operations Manager

**695.22 To Receive Apologies for Absence.**

Apologies were received from Cllr A Fernley and Cllr L Wilkes.

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

None received.

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

None received.

**698.22 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.

**699.22 Minutes: To confirm the minutes of the Events Committee meeting held 7<sup>th</sup> March 2023. (Copy via link)**

**RESOLVED to confirm the minutes of the Events Committee meeting held on Tuesday 7<sup>th</sup> March 2023 as a true record.**

**700.22 The Coronation of His Majesty King Charles III:** To review plans to mark the Coronation of His Majesty King Charles III taking place on 6 May 2023.

The Committee were presented with quotations for the installation of flag poles and bunting along the High Street and around the Town Square. (Appendix 1). Members also reviewed the competition rules for the 'Decorate your Window' Competition and the promotional material for the Coronation themed events taking place during May.

After a discussion it was

**RESOLVED that:**

- (i) Quote 2 option D for installation of flag poles and bunting along Brook Street/High Street and around the Town Square for £3105.00 plus VAT be approved;
- (ii) The competition rules for the 'Decorate your Window' Competition at Appendix 2 be approved; and
- (iii) The promotional material with elements from version 2 and version 4 be provisionally approved, with approval of the final design delegated to Officers in consultation with the Chairman of Events Committee. (Final version attached at Appendix 3).

**701.22 Raunds Mayor's Show:** To review plans for the Raunds Mayor's Show on Sunday 21 May 2023.

Members reviewed the project planner, promotional material and running order for the programme of entertainment.

After a discussion it was

**RESOLVED that:**

- (i) The promotional material be approved, as shown at Appendix 4;
- (ii) The running order for the entertainment be approved, as shown at Appendix 5; and
- (iii) Approval of the leaflet design be delegated to Officers in consultation with the Chair of Events Committee.

**702.22** *The press and public will be excluded from the following agenda item due to the confidential nature of the business under the Public Bodies (Admission to Meetings) Act 1960.*

**RESOLVED** to exclude the press and public from the remainder of the meeting.

**703.22 Christmas Lights Infrastructure:** To consider quotations for Christmas Lights Infrastructure.

The Committee reviewed the confidential report and gave consideration to the three quotations in light of the additional information provided.

**RESOLVED** to recommend to Full Council to approve Quote 1 for £21,804.00 + VAT.

There being no further business the meeting closed at 8:28pm.

Approved: ..... (Chairman)

Meeting: .....16<sup>th</sup> May 2023..... (Committee)

**Appendix 1****King's Coronation - Bunting and Flags****Quote One****Option A - Bunting Only**

Install 770m of Coronation Bunting @£2.24 p.m. = Total Cost	£1,724.80
Remove 770m of Coronation bunting @£1.68 p.m = Total Cost	£1,293.60
	<b>£3,018.40</b>

**Option B - Flags Only**

Install 25-Off Coronation flags and flag poles @£23.80 ea = Total Cost	£595.00
Remove 25-Off Coronation flags and flag poles @£23.80 ea = Total Cost	£595.00
	<b>£1,190.00</b>

**Option C - Bunting and Flags**

Install 770m of Coronation Bunting @£2.24 p.m. = Total Cost	£1,724.80
Remove 770m of Coronation bunting @£1.68 p.m = Total Cost	£1,293.60
Install 25-Off Coronation flags and flag poles @£23.80 ea = Total Cost	£595.00
Remove 25-Off Coronation flags and flag poles @£23.80 ea = Total Cost	£595.00
	<b>£4,208.40</b>

**Quote Two****Option A - Bunting on Lampposts Only**

Supply 256m of bunting	£276.48
Install bunting to lampposts	£650.00
Access equipment, inclusive of fuel and transport	£465.00
	<b>£1,391.48</b>

**Option B - Flags Only**

Supply, paint and attach council owned flags to poles (broom handles)	£160.00
Install flags	£120.00
	<b>£280.00</b>

**Option C - Bunting on Buildings and Around Town Square**

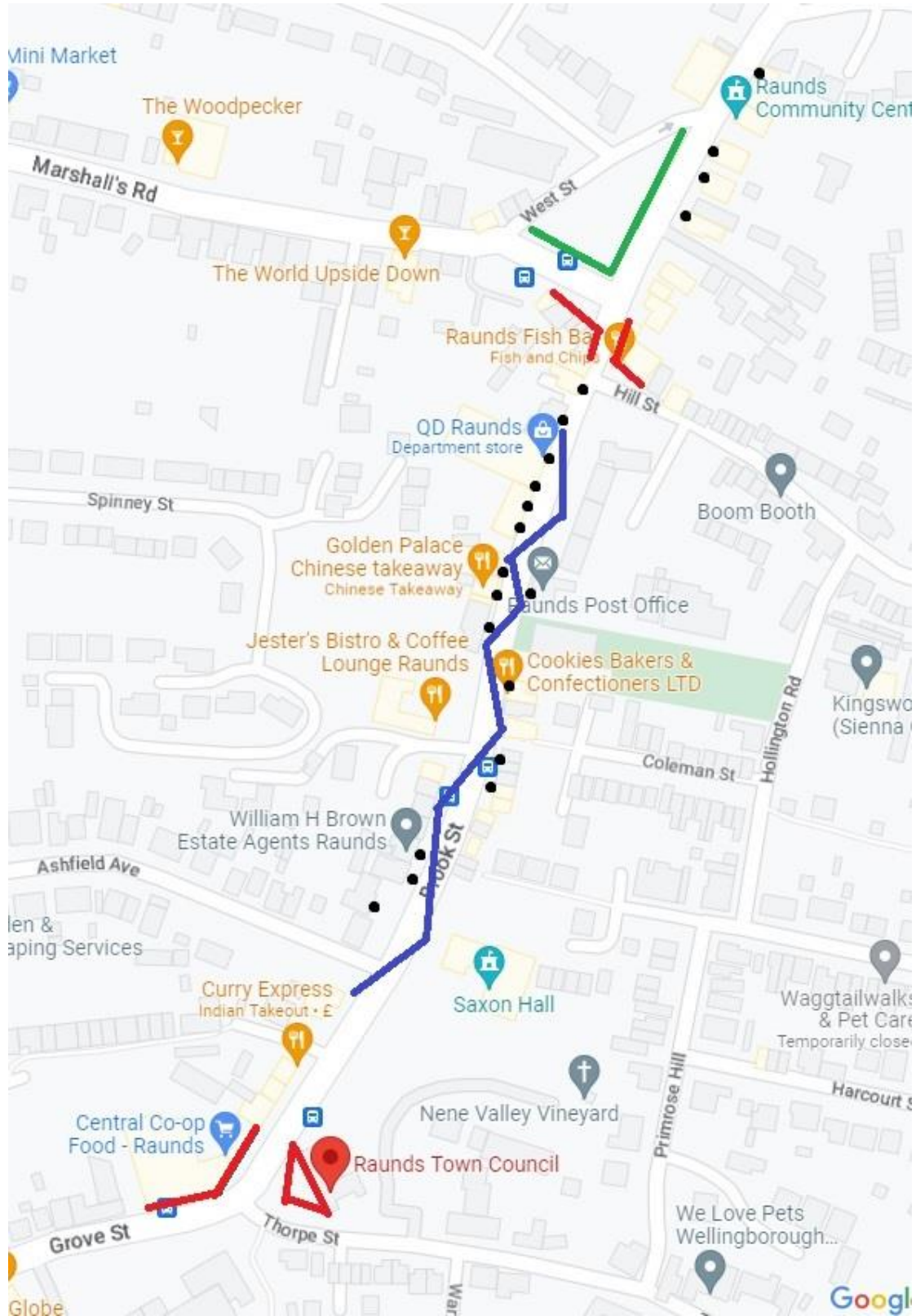
Supply 744m of bunting	£803.52
Install bunting to buildings x4 areas	£380.00
Install bunting to Town Square	£250.00
	<b>£1,433.52</b>

**Option D - All Bunting and Flags**

Supply 1000m of bunting	£1,080.00
Supply, paint and attach council owned flags to poles (broom handles)	£160.00
Install bunting to lampposts ONLY	£650.00
Access equipment, inclusive of fuel and transport	£465.00
Install flags	£120.00
Install bunting to buildings x4 areas	£380.00
Install bunting to Town Square	£250.00
	<b>£3,105.00</b>

**Option E - All the above without Bunting on Lamp Posts**

Supply 744m of bunting	£803.52
Supply, paint and attach council owned flags to poles (broom handles)	£160.00
Install flags	£120.00
Install bunting to buildings x4 areas	£380.00
Install bunting to Town Square	£250.00
	<b>£1,713.52</b>



- Black Dots - Flags poles on buildings
- RED Line – Bunting on buildings
- Blue Line – Bunting on lamp post
- Green Line – Bunting on Town Square

## Appendix 2

### King Charles III Coronation - Decorate Your Window Competition

His Majesty The King will be crowned at Westminster Abbey on Saturday 6th May 2023 and Raunds Town Council will be marking the event by decorating the High Street/Brook Street with Union Flags between 1<sup>st</sup> May to 31<sup>st</sup> May 2023.

We would be delighted for shops and businesses to join in the festivities for this royal occasion by creating a celebratory decorative shop window. We will be sharing photos of entries regularly across our social media channels during the competition so please do take advantage of the opportunity to get involved.

The following rules will apply to ensure the process is fair for all participants:

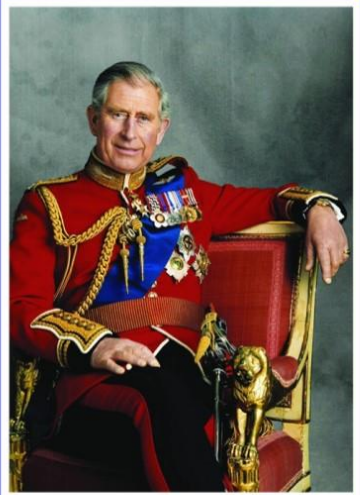
- You will need to notify the Town Council by close of business on **Friday 28<sup>th</sup> April 2023** to be included in the judging schedule by emailing [events@raunds-tc.gov.uk](mailto:events@raunds-tc.gov.uk)
- All windows must be decorated by the business themselves (i.e. not outsourced).
- Windows must be decorated and ready for judging by close of business on **Sunday 30<sup>th</sup> April 2023**.
- Windows will be judged by three independent judges, anytime during the week commencing 1<sup>st</sup> May 2023.
- Entries will be judged on three categories:
  1. Representation of the theme – ‘King Charles III Coronation’
  2. Creativity
  3. Originality
- Each category will be scored between 1 to 10, with the points for each category added up to give a final score out of 30. Each judge will view and score participating businesses independently.
- The three scores will be added together to give a final score, and the window with the highest score will be announced as the winner. In the event of a tied score, the final decision will be made by The Mayor and Deputy Mayor. The decision of the judges is final.

The winner and runner up will be notified during the week commencing 8<sup>th</sup> May 2023. The winner to be presented with a certificate and their business will be promoted on the council's social media and on the town electronic noticeboards for one month.



Appendix 3 (Final Version)

## Celebrating the Coronation of King Charles III





Wednesday 3<sup>rd</sup> May  
**Coffee Afternoon**  
*(with Coronation Crafts)*  
 1pm – 3pm, Saxon Hall  
*(£1 entry)*

Saturday 20<sup>th</sup> May  
**Market**  
*(with Children's Coronation Crafts)*  
 From 10am, Raunds Square


Sunday 21<sup>st</sup> May  
**Raunds Mayor's Show**  
*(Live Music, Bar, Stalls, Fun Fair, Falconry, Reptiles, Local Performers and much more...)*  
 12 noon – 5pm, Bassfords Recreation Ground  
*(Free entry)*


Events organised by  
Raunds Town Council






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Appendix 4 (Final Version)

## Celebrating the Coronation of King Charles III



Sunday 21<sup>st</sup> May 2023

# Raunds Mayor's Show

12 noon – 5pm

Free entry

Good old-fashioned fun for all the family  
at Bassfords Recreation Ground, Marshalls Road

- Live Music
- Falconry Show
- Reptiles
- Stalls
- Bar

- Tug of War
- Children's Races
- Fun fair
- Local performers
- And much more...

Sponsored by:



Organised by:  
Raunds Town Council



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## Appendix 5

**Sunday 21<sup>st</sup> May 2023**  
**RAUNDS MAYOR'S SHOW**  
**12 NOON TILL 5PM**

Time	Event
11:55	Official Opening of the Event by the Mayor of Raunds
12:00	Raunds Park Infant School
12:15	Windmill Primary School
12:30	Raunds St Peter's C.E. Academy
12:45	Manor School
13:00	Different Direction Choir
13:25	Born 2 Dance
13:50	Raunds Ukulele
14:15	Pure Genius
15:00	CJ's Birds of Prey Flying Demonstration
15:30	Children's Games – Sign Up in the Welfare Tent before 3pm Sack Race Egg 'n' Spoon Race Tug of War - open to all ages
16:15	Pure Genius
17:00	Close
All timings are approximate and maybe subject to change.	

**Children's Races at 15.30**

Balancing an Egg or Jumping in Sacks?

Whichever one you choose get your running shoes on and take part.  
Sign up on the day at the competition tent near the stage before 3pm.

**Full Terms & Conditions at [www.raunds-tc.gov.uk](http://www.raunds-tc.gov.uk)**