

Events and Community Committee

Kidsgrove Town Council
Victoria Hall
Liverpool Road
Kidsgrove
Staffordshire
ST7 4EL

Tel: 01782 782254

www.kidsgrovetowncouncil.gov.uk



Minutes of the Events and Community Committee Meeting held 7th February 2019, 7:00pm, Chairman's Room, Victoria Hall

EC/18-19/1/1

Present

Cllr S Dymond, Cllr P Waring, Cllr A Cartwright, Cllr K Robinson, Cllr C Dickens, Cllr B Owen, Cllr J Owen, Cllr J Waring, Cllr S Burgess, Cllr K Johnson, Cllr M Maxfield
Members of the public: Wayne Richings
In attendance: Sue Davies, Town Clerk

EC/18-19/1/2

To receive and consider apologies for absence

Mr Ritch Stevenson (Tesco)

EC/18-19/1/3

To note declarations of Member's Interests

None declared.

EC/18-19/1/4

To elect a Chair for the Committee

Cllr Sylvia Dymond was proposed and seconded. No other nominations were made. It was resolved that Cllr Dymond be elected as chair.

EC/18-19/1/5

To elect a Vice-Chair for the Committee

Cllr Amanda Cartwright was proposed and seconded. No other nominations were made. It was resolved that Cllr Cartwright be elected as vice-chair.

EC/18-19/1/6

Public Participation (A period of not exceeding 15 minutes for the press or public to make comments.)

No comments made.

EC/18-19/1/7

To consider and agree the co-option on non-councillors

Chairman's Initials.....
Kidsgrove Town Council

The committee agreed that non-councillor members should be allowed onto the committee. The clerk reminded that non-councillor members would require to be co-opted on a non-voting capacity except in direct relation to events (and never on financial aspects). The following were proposed (but cannot be co-opted until Full Council have agreed the Terms of Reference).

- Ritch Stevenson
- Wade Richins
- A Rotary Club Member
- Go Kidsgrove – Josephine Locke

EC/18-19/1/8

To discuss and agree the purpose and remit of the committee

The discussion on the remit of the committee led to the following items:

- That the name of the Committee be **Events and Community**
- The organise Community Events
- To promote partnership working between the various Community Groups
- To bring the Community together
- To include the shop keepers and local businesses.
- To consult with the public.
- To consider new events such as markets as well as manging existing ones.

EC/18-19/1/9

To consider and agree to recommend to Full Council draft Terms of reference for the Events and Community Committee.

The draft Terms of Reference were considered.

It was resolved to recommend approval to full council, to include the recommendation that the group should always have at least six councillors as members.

It was suggested that meeting should be held monthly wherever possible.

The Terms of Reference agreed are shown in appendix 1.

EC/18-19/1/10

To discuss and agree actions for the arrangements for Party in the Park

The date has been fixed at the 6th July 2019.

The permission to Newcastle Borough Council has been submitted by Mr Wayne Richings. The Clerk asked that copies be forwarded to the Parish Council Office.

The road closure will need to be organised – *Action KTC Office*

Stoke City Community Group need contacting – *Action A Cartwright*

The stalls and bouncy castle are usually organised by Mr Ritch Stevenson. It was agreed the payments (5 pounds or consider increasing to 10 pounds) should be processed through the KTC Office. – *Action R Stevenson and the Clerk*

The KTC Insurance needs to be checked to ensure it is adequate – *Action the Clerk*

It was raised that a sturdier marquee is needed.

Security and portaloos will need to be organised.

Marshalls also need organising and the Rotary provide radios.

Both Radio Stoke and Signal need to be contacted and a press release put together.

Letters should be sent to nearby residents apologising the inconvenience. *Action: The Clerk*

The Kidsgrove Ranger will organise the bins.

EC/18-19/1/11

To consider and agree further events for 2019 including any actions required prior to the next meeting.

It was suggested that the Committee could put together a questionnaire to the Community to gauge interests in events. This would require careful planning and construction and, as well as paper copies, could utilise such media as Survey Monkey.

The following events were discussed:

a) Victorian Christmas Markets and Light Switch on

It was agreed that the Victoria Markets Event has 'had its day'. It was proposed that it should drop its Victorian label and just be a market. It was further proposed that the event should run later to tie in with the light switch on and the parade.

The date proposed was the 23rd November 2019 with a switch on at 4:00pm. It was further proposed that stall charges be 20 pounds and that payments should be to the KTC Office.

It was agreed the Silver Band should be booked.

The date of the Christmas Light Switch on needs to be fixed and should be co-ordinated with Go Kidsgrove.

The Christmas Lights were discussed at length, especially on how improvements can be made from the KTC budgeted sum for 2019/2010. Future maintenance costs need to be considered as well as the current year. Butt Lane, Talke and Mow Cop also need to be considered. It was agreed a proposal needs to be brought back to the Committee.

Action P Waring to liaise with interested parties and put together a proposal.

The proposal of having a Christmas Tree outside the Town Hall was discussed. A possibility may be to plant one that can grow for use in future years.

b) D Day 75th Anniversary

Cllr Dymond has contacted the Royal British Legion regarding this event where it is proposed a BBQ be held for veterans.

It was suggested that local schools could also get involved to maybe do some drawings and a competition could be held.

Action: Cllr Dymond to pursue.

c) Pantomime

The pantomime has been approached too provisionally book for Boxing Day, but the Council need to authorise the expenditure prior to event confirmation being returned.

d) Reels on Wheels

Cllr Cartwright agreed to pass the details to the Office to allow bookings to be made from the office in future.

e) Children in Need

Cllr Maxfield agreed to investigate an event for Children in Need and bring some proposals back to the next meeting.

f) Lads and Dads Big Match Day - 28th April

This is not a KTC Event, but Cllr Dymond and Robinson have attended a meeting with the organisers. It has been agreed that the Town Council will provide bins for the event.

The following events were suggested as future possibilities:

- Artisan Markets
- Regular markets in the Town Centre
- Barge markets
- 'Kingsgrove by the Sea'
- Barn Dance
- 80s night
- Wrestling and Boxing Nights

EC/18-19/1/12

To note the date of the next meeting.

Thursday, 14th March 2019

The meeting concluded at 20:37pm

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Events and Community Committee Terms of Reference

1) Introduction

The Events Committee is set up as a standing committee to oversee and manage Kidsgrove Town Council's events. The Committee was set up by Kidsgrove Town Council at its meeting of 28th January 2019 (minute reference 1819-FC5-14).

The Committee must always abide with the Council's current approved Standing Orders and Financial Regulations.

The membership of the Committee for each Council year and a review of the Terms of Reference will be agreed at each Annual Meeting of the Full Council.

2) Membership

The Committee will consist of at least six Councillors with a quorum for a meeting being three Councillors. The Mayor and Deputy Mayor will be members ex-officio.

The Committee has the power to co-opt members of the public or other councillors on either a temporary or permanent (until the next Annual Meeting) as required.

3) Aim and Remit of the Events and Community Committee

- a) To consider and deliver an annual events programme which encourages community cohesion and inclusivity, ensuring a good mix of regular events with one-off events which mark significant local or national occasion.
- b) To manage the Town Council's events and the Town Council's role in other events run in partnership with other organisations, both annual occurrences or one-offs.
- c) To encourage and promote direct community volunteer involvement with local events and community endeavours including local businesses and community groups as well as individuals.
- d) To work in partnership with other organisations as required to ensure the smooth running of events.
- e) To consider support if requested and to help promote events run by other Community Groups within the Town's Council's boundary.

- f) To consider budgets for the following financial year in relation to events and the marketing of these events for recommendation to the Finance and General Purposes (FGP) Committee prior to end of November of each year to enable the FPG Committee to prepare a draft budget for recommendation to Full Council.
- g) To monitor the budget, income and expenditure from each of the Town Council's events, receiving updates at each meeting from the Clerk/RFO (or another officer if the Clerk/RFO is absent).
- h) To seek grant opportunities to assist the Town Council or other organisations in the provision of events.
- i) In accordance with the Council's grant scheme, to consider applications received from other organisation relating to events and, if required, to put a recommendation to Full Council.
- j) To manage the provision of Town Council funded Christmas Lights within the Town Council budget. To manage the contracts in relations to Christmas Lights.
- k) To oversee advertising of events using the Council's website, Social Media and any other suitable news outlets available.
- l) To ensure that all areas within the Town council's boundary are considered in decision making.

4) Delegated Powers of the Committee

The Committee can make decisions only within that allowed in the current versions of approved Standing Orders, Financial Regulations and the powers delegated to it by the Council which are listed below:

- a) To elect a chairman and vice chairman at the first meeting of the committee following the Council's Annual meeting.
- b) To co-opt members of the public in a non-voting capacity as required.
- c) To co-opt further councillors who may have input into an event as required.
- d) To set and agree the dates and manage the project management for Town Council Events (in consultation with other bodies as required).
- e) To set up and agree the terms of reference of sub-committees and working parties of the Events and Community Committee as required.
- f) To authorise budgeted expenditure in relation to events only in line with the limits for committees contained in the current financial regulations at that time.
- g) To identify and apply for grants in the Town Council's name.
- h) To delegate to the Clerk and other officers, if required, any decision making within its powers to delegate to allow event preparations to progress in a timely manner between meetings.

Note that a Council and its Committees CANNOT delegate any decision making to individual councillors or groups of councillors such as a working party.

5) Meetings of the Committee

- a) The Committee should meet at least four times a year. Agreed dates of meetings should be published in the Council's Meeting calendar.
- b) The Clerk of the Council will issue a summons and agenda at least three days before each committee meeting. In the event the Clerk is absent and unable to issue the agenda, the agenda and summons will be issued by the chair.
- c) Each Committee Meeting should wherever possible be attended by an officer of the Council who act in an advisory role and who will ensure all business transacted falls within the remit and powers of the committee. The attending officer will produce draft minutes of the meeting. Only in the event an officer is unable to attend, and the timeframe of events means the meeting cannot be postponed, the committee must appoint a minute taker from within its members.
- d) Minutes will be issued in draft form to the following (in the specified order).
 - i) To the Chair for initial comment. (If a committee member acted as minute taker due to an officer not being present, the Clerk should be forwarded the draft minutes at the same time as the Chair to verify that decisions were in accordance with the Committee's powers, the Council's regulations and with legislation.)
 - ii) After agreement by the chair, to the committee members for comment.
- e) Minutes will be approved at the next meeting of the committee and each page signed by the chair.
- f) The minutes of all the Committee meetings, whether in draft form or approved, will be presented to the next Full Council Meetings and any recommendations made by the Committee or decisions made that the Clerk feels should be ratified by Full Council will be an agenda item of that meeting to obtain Full Council approval.

Approved at the Full Council Meeting dated:

Minute Reference:

Chair:

Clerk: