

Events and Community Committee



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

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www.kidsgrovetowncouncil.gov.uk

Minutes of the Events and Community Committee Meeting held 14th March 2019, 7:00pm, Chairman’s Room, Victoria Hall

EC/18-19/2/1

Present

Cllr S Dymond, Cllr A Cartwright, Cllr J Waring, Cllr K Robinson, Cllr C Dickens, Cllr B Owen, Cllr J Owen

Members of the public: Josephine Locke (co-opted during meeting)

In attendance: Sue Davies, Town Clerk

EC/18-19/2/2

To receive and consider apologies for absence

Cllr P Waring, Cllr M Maxfield, Cllr J Owen

EC/18-19/2/3

To note declarations of Member’s Interests

None declared.

EC/18-19/2/4

To approve the minutes of the meeting held on the 7th February 2019

The minutes of the meeting held on the 7th February 2019 were approved by those present.

(It was noted that a slight change to the terms of Reference at Full Council had been to reduce the number of non-councillor members to four maximum.)

Chairman’s Initials.....

EC/18-19/2/5 Public Participation (A period of not exceeding 15 minutes for the press or public to make comments.)

No comments made.

EC/18-19/2/6 Co-option of members of the public onto the Committee.

- a. To receive nominations for the four places on the committee allocated to members of the public.

The following nominations were received and seconded:

Josephine Locke – Go Kidsgrove
 W Richings – Rotary Club
 R Stephenson Evans – Tesco Community

- b. To resolve to agree to co-opt up to four members of the public based on the nominations received.

The three nominations were all seconded and it was resolved to agree to co-opt them as members of the Committee.

EC/18-19/2/7 Matters arising from the meeting of the 7th February 2019 not covered elsewhere on the agenda.

EC/18-19/2/8 Communication of Events –

- a. To note the Town Council’s new website with an events calendar and email distribution capabilities.

The Clerk updated on the Council’s website explaining that events can now be publicised both on that and the inbuilt email list. It was agreed the Clerk should progress the Calendar of Events.

Action: The Clerk to prepare a calendar of events.

- b. To consider the need for a questionnaire to residents as raised at the Committee Meeting of the 6th February 2019.

It was agreed that Cllr J Waring and the clerk prepare the first draft of a questionnaire for review by the Committee. It was further agreed that once prepared, both paper and electronic means would be used to circulate it.

Action: The Clerk + Cllr J Waring

EC/18-19/2/9 To receive a progress report and agree further actions for the arrangements for the Party in the Park 2019.

The following points were raised:

- a) A letter needs drafting regarding the stall so that it can be circulated. It was agreed the stall cost would be 10 pounds. Liability and food hygiene certificates also need requesting. (Action: Clerk and Cllr Dymond)
- b) The road closure needs arranging. (Action: Clerk)

Chairman’s Initials.....

- c) The Scout Band need contacting. (Action: Cllr Dymond)
- d) It was agreed that a poster competition could take place within local schools (possibly year 6/7). The posters are to have the Kidsgrove Town Council LOGO on and permission could be asked for them to be displayed in the library. A small prize or trophy could be offered. (Action: J Locke and Cllr Dickens)
- e) The usual advertising banners and posters will also be used. (Action: Cllr Dymond)
- f) Security needs to be arranged (Action: The Clerk)
- g) Portaloos will be organised through the usual sources but the Clerk informed that invoices must be made to Kidsgrove Town Council if the Council is to pay.
- h) The Lost children's post will be organised by the Rotary Club along with Walkie Talkies.
- i) The pensioner's tea party will be arranged. (Action: Cllr Dymond)
- j) The dog show needs to be arranged. (Action: Rich Stephenson Evans)
- k) The Salvation Army Tea Bus need contacting to see if they are doing this again. (Action Cllr Dymond)

EC/18-19/2/10

D Day 75th Anniversary – To receive an update from Cllr Dymond.

The British Legion are organising a BBQ in the Remembrance Garden on Saturday, 29th June. This is Armed Forces Weekend. It is not yet verified if this will be a public event.

EC/18-19/2/11

Reels on Wheels – to receive an update

The Clerk has now received the details and will organise a film over the Easter Holidays. Seats will need reserving and there will be a donation box for the Mayor's Charity. It must be clear children will need to be supervised at all times and for safety, only older children will be allowed on the balcony. Volunteers (three or four) will be needed for the night. Attendees will be invited to bring their own food and drink. The curtains in the hall will need looking at as last time they wouldn't close properly.

Action: The Clerk to arrange

EC/18-19/2/12

Children in Need Event – To receive an update from Cllr M Maxfield.

Deferred. Cllr Maxwell has informed the Clerk that she is still looking into the possibility of this event.

Chairman's Initials.....

EC/18-19/2/13

Queen Victoria's Birthday

J Locke proposed a tea party to celebrate Queen Victoria's 200th birthday. It was agreed that this should be held in the Victoria Hall.

A Victoria Sponge Cake and Birthday Cake competition will be held open to all residents with judges including the Mayor (if he is able to attend) and Cllr Cooper.

It was suggested that businesses could be approached to help with food.

Action: J Locke and J Waring to organise.

EC/18-19/2/14

To receive a progress report and agree further actions for the Christmas Market and Light Switch on including a progress report on Christmas Light provision from Cllr. P Waring.

J Waring gave a brief report on behalf of P Waring who is talking to electricians and looking at options. J Locke noted that communication with Go Kidsgrove will be necessary to co-ordinate efforts.

Christmas Tree provision was discussed. Cllr Waring has one to donate to plant in a corner. It was agreed the Ranger might help with this.

A tree at Butt Lane also needs considering and last year, this was donated by the Rotary Club.

Action: Cllr Dickens to take this back to the Rotary Club.

The Clerk was reminded to book the Rode Hall Silver Band for the switch on.

EC/18-19/2/15

Artisan Markets

Cllr Cartwright and the Clerk agreed to investigate using the hall for various markets. Vintage markets were suggested.

Action: Cllr Cartwright and the Clerk.

EC/18-19/2/16

Barge Markets

The Clerk agreed to look into this and to report back to the Committee.

Action: The Clerk

EC/18-19/2/17

Barn Dance/Pie and Peas Supper

Cllr Dymond agreed to investigate the possibility of a Barn Dance in the Autumn and to report back to the Committee. A Pie and Peas Supper was also suggested.

Action: Cllr Dymond

EC/18-19/2/18

Boxing Night

Cllr Waring agreed to investigate this possibility and to report back to the Committee.

Action: J Waring

Chairman's Initials.....

EC/18-19/2/19

To consider and agree potential further events (suggested at the last meeting or raised since) for 2019 or subsequent years.

- a. Regular markets
- b. 'Kidsgrove by the sea'
- c. 80s night
- d. Wrestling and Boxing Nights
- e. Comedy night
- f. Quiz night in Amanda's Mayor Charity Year
- g. Gin Festival
- h. 80s night
- i. Boxing Night.

EC/18-19/2/20

Date of Next Meeting

Monday 29th April 19:00.

The meeting concluded at

Chairman's Initials.....

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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: