

Events and Community Committee Meeting

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



Tel: 01782 782254

www.kidsgrovetowncouncil.gov.uk

17th May 2019

To: **Members of the Events Committee of Kidsgrove Town Council**

Dear Committee Member,

You are summoned to attend the meeting of Kidsgrove Town Council - Events and Community Committee - to be held at 7.00pm on Monday 20th May 2019 at Kidsgrove Victoria Hall (Chairman's Room).

Yours sincerely,

A handwritten signature in black ink that reads 'Sue Davies'.

Sue Davies
Town Clerk

Business to be transacted

1. To receive and consider apologies for absence.
2. To note declarations of Members' interests
3. To approve the minutes of the meeting held on the 14th March 2019 (see appendix 1).
4. Public Participation

A period not exceeding 15 minutes for members of the public to ask questions or submit comments. (No individual to speak for more than 2 minutes without the permission of the chairman.)

5. Members of the Committee.
 - a. To note the Councillor membership of the committee subsequent to the Annual Meeting of the 16th May 2019.
 - b. To resolve to affirm members of the public who are co-opted onto the committee.
6. Matters arising from the meeting of the 14th March 2019 not covered elsewhere on the agenda:
 - a. Questionnaire regarding events
7. To receive a progress report and agree further actions for the Queen Victoria's tea party to be held on the 26th May 2019.
8. To receive a progress report and agree further actions for the arrangements for the Party in the Park 2019.
9. To receive a progress report regarding the Christmas Market event:
 - a. Christmas Lights (Cllr P Waring)
 - b. Other matters.
10. To consider markets – both outdoor, indoor and barge markets and to receive any updates.
11. D Day 75th Anniversary – To receive an update from Cllr Dymond.
12. Barn Dance/Pie and Peas Supper – To receive an update from Cllr Dymond
13. Children in Need Event – To receive an update from Cllr M Maxfield.
14. Reels on Wheels – to consider the recent film showing and to agree the future strategy.
15. To consider Events Planning:
 - a. 5-year plan and project plans.
 - b. To consider any recommendations to Full Council regarding the Events and Community budget
16. To consider and agree potential further events (suggested at the last meeting or raised since) for 2019 or subsequent years including any actions required prior to the next meeting.
 - a. Artisan Markets
 - b. Regular Markets
 - c. Barge Markets
 - d. 'Kingsgrove by the Sea'
 - e. 80s night
 - f. Wrestling and Boxing Nights
 - g. Any further suggestions
17. To agree the time of the next meeting.

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

EC/18-19/1/1 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/18-19/1/2 To receive and consider apologies for absence

Cllr P Waring, Cllr M Maxfield, Cllr J Owen

EC/18-19/1/3 To note declarations of Member's Interests

None declared.

EC/18-19/1/4 To approve the minutes of the meeting held on the 14th March 2019

The minutes of the meeting held on the 14th March 2019 were approved by those present.

EC/18-19/1/5 Public Participation (A period of not exceeding 15 minutes for the press or public to make comments.)

No comments made.

EC/18-19/1/6 Members of 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/18-19/1/7 **Matters arising from the meeting of the 7th February 2019 not covered elsewhere on the agenda.**

EC/18-19/1/8 **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/18-19/1/9 **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)
- 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/18-19/1/10 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/18-19/1/11 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/18-19/1/12 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.

EC/18-19/1/13 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/18-19/1/14 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 Kids Grove 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/18-19/1/15 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/18-19/1/16 Barge Markets

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

Action: The Clerk

EC/18-19/1/17 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/18-19/1/18 Boxing Night

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

Action: J Waring

EC/18-19/1/19 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/18-19/1/20 Date of Next Meeting

Monday 29th April 19:00.

The meeting concluded at 20:35