

Events and Community Committee Meeting

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



Tel: 01782 782254

www.kidsgrovetowncouncil.gov.uk

1/9/2019

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 Thursday 5th September** 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 5th August 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. Matters arising from the meeting of the 5th August 2019 not covered elsewhere on the agenda:
 - a. Questionnaire progress

6. To receive a report on this beer festival to include a financial breakdown of the costs and money raised.
7. To receive a report on the recent Film showing (Reels on Wheels) held on the 29th August 2019.
8. To consider the arrangements for this year's Remembrance Event including an invitation to attend the RBL Meetings. (First one 6th September 2019)
9. 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.
 - a. Christmas Market arrangements
 - b. Light arrangements
10. Civic Service – For the Mayor to put forward any proposals.
11. To receive a request from Aspire and Tesco to assist in the Toy Appeal 2019. (Launch on the 15th November 2019).
12. Mayor's Charity Events:
 - a. To receive a general update summary of the Mayor's Events and Fundraising.
 - b. To receive an update report for the October event (11th October) to include Pie and Peas and a Ceili Band.
13. 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. 'Kidsgrove by the Sea'
 - e. Barn Dance
 - f. 80s night
 - g. Wrestling and Boxing Nights
 - h. Park Run event for children
 - i. Interschools Sports Day
 - j. Any further suggestions
14. To agree the time of the next meeting.

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 5th August 2019, 7:30pm, Chairman's Room, Victoria Hall

EC/18-19/1/1 Present

Cllr S Dymond, Cllr A Cartwright, Cllr J Waring, Cllr P Waring
Non-Councillor Members: Josephine Locke
In attendance: Sue Davies, Town Clerk

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

Apologies were received from Cllr Robinson, Cllr Dickens, Mr Stephenson Evans, Mr W Richins.

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 20th May 2019

The minutes of the meeting held on the 20th May 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 Matters arising from the meeting of the 14th March 2019 not covered elsewhere on the agenda.

a) Questionnaire Progress

A draft is still being prepared.

b) Calendar of Events

The Clerk is working on a calendar.

EC/18-19/1/7 To note that Cllr M Maxfield is stepping down from the Committee

The Clerk informed that Cllr M Maxfield has requested to step down from the Committee.

EC/18-19/1/8 To receive a report on this year's Party in the Park to include a financial breakdown of the costs and summary of the money raised.

The Clerk presented the financial summary of the event and a summary of a post event briefing was put forward. (See appendix 1).

The Committee agreed to the comments and recommendations including:

- To set next year's date at Saturday, the 4th July.
- To put to Full Council for agreement (due to the costs and next year's budget not yet been set).
- To ensure all key paperwork is passed through the Committee.
- To set up a working party to run the event (noting working parties cannot make decisions for the Council).
- To engage Newcastle Borough Council at the earliest opportunity.

The Committee **resolved** that the money from the stalls' pitch hire (£483) be paid into the Mayor's Charity Account.

EC/18-19/1/9 To consider the Beer and Gin Festival and agree any arrangements and actions required.

The Clerk circulated the poster produced by the bar contract holder.

The Clerk informed that a rota is being put in place for the volunteer help by councillors.

The Committee agreed that a £500 hall hire should be paid out of which security and cleaning costs would be paid. It was appreciated that this may result in a lower donation to the Mayor's charity.

It was agreed that a raffle could be arranged to raise money for the charities. The Clerk and the Mayor agreed to progress this.

EC/18-19/1/10 To consider and agree actions for an October event to possibly Pie and peas and a Ceili Band.

It was agreed that a barn dance/Ceili be held on Friday, 11th October. The Clerk had contacted the band used previously who have quoted £420. An online search had demonstrated this to be good value for a Ceili band with most charging over £500.

It was agreed that tickets be priced at £10 each, £5 for children, to include the supper.

It was agreed to contact Wright's Pies to ask for help with supplying pies.

EC/18-19/1/11 To receive a progress report and agree further actions for the Christmas Market and light Switch on including a progress report on the Christmas Light Provision.

a) To consider the event and agree actions.

The timing of the event had been agreed at the previous meeting and no changes were proposed.

b) To consider Christmas Light Provision and agree actions

Cllr P Waring us attempting to get a site meeting with M Smithson.

It was reported that new lights are required for the Butt Lane tree.

J Locke reported that she has entered a video into a competition in an attempt to win money towards Christmas lights in Kidsgrove.

EC/18-19/1/12 To consider the reintroduction of a Civic Service to Kidsgrove Town Council and to make a recommendation to Full Council if required.

It was agreed that this be reintroduced and that the Mayor should choose the location and timing. It was proposed that the timing be confirmed at Full Council to ensure sufficient Members would be available.

EC/18-19/1/13 Reels on Wheels – to receive an update and to agree or otherwise to screen a children's film over August.

It was agreed that Reels on Wheels be booked for Thursday 29th August with the doors opening at 18:00. Cllr Cartwright and Dymond agreed to be present on the night. Although a free event, buckets would be put out for the Mayor's charity.

The Clerk was asked to confirm the booking.

EC/18-19/1/14 To consider the future of Town Twinning and agree actions if required.

It was suggested that a section on twinning be included in the

EC/18-19/1/15 To consider and agree potential further events (suggested at the last meeting or raised since) for 2019 or subsequent years.

- a. Boxing Nights
- b. Regular markets
- c. 'Kidsgrove by the sea'
- d. 80s night
- e. Wrestling and Boxing Nights

- f. Comedy night
- g. Quiz night in Amanda's Mayor Charity Year
- h. Gin Festival
- i. 80s night
- j. Children's 2k race/Park Run – to be removed at the Rotary Corps
have picked this up.
- k. Interschools sports day
- l. Jazz and Band weekend
- m. Easter Egg hunt.

EC/18-19/1/16 Date of Next Meeting

Thursday 5th September.

The meeting concluded at 20:20

PARTY IN THE PARK 2019 – Post Event Briefing and Financial Breakdown

Money Paid out.

Payee	£ - Net	£ - VAT	£ - Total
Security Firm	£ 336.00	£ 67.20	£ 403.20
Road Closure -	£ 345.00	£ 69.00	£ 414.00
Road Closure - NULBC	£ 21.00	£ -	£ 21.00
Toilets	£ 200.00	£ -	£ 200.00
First Aid Staff	£ 75.00	£ 15.00	£ 90.00
Radio Station	£ 300.00	£ -	£ 300.00
	£ 1,277.00	£ 151.20	£ 1,428.20

Money Received

21 Community stalls at £5 each	£105.00
13 Commercial stalls at £10 each	£130.00
Ice cream van	£3.00
Food Stalls **	£140.00
Audley Parish Bowmen	£20.00
Classic Cars	£20.00
Zorb Ball	£25.00
Donkeys	£10.00
Money paid but didn't turn up	£30.00
Total	£483.00

At the post event briefing meeting, the following points were raised:

- The event had been impacted by the poor weather. Food stalls were particularly affected by low attendance. The small commercial stalls and community stalls were generally less affected – less turned up due to the weather and so the amount present was appropriate for the attendance.
- A wider variety in food stalls would be desirable for the following year.
- Food stalls and concessions would be required to pay in advance in future years - £50 was proposed for food stalls to reserve a place with a further donation to the Mayor's Charity from profits.
- The price for commercial and community stalls should remain unchanged: £10 and £5 respectively.
- Most community stalls ran tombolas and it was felt that it would be beneficial to try and encourage variety.
- The Clerk raised that to satisfy demands from the Insurance Company, that paperwork needed to be processed via the office.
- It was proposed that all formal paperwork should pass through the Events and Community Committee.
- It was felt that a more efficient way of organising the event would have been to set up a small working party to feed into the Events and Community Committee.
- The Clerk raised that the Council should use the event more effectively to raise money for the Mayor's Charity by ensuring collection buckets are available and by having a Town Council stall which could both promote Town Council activities and have an activity to raise money. It was also raised that the Mayor's Charities could have been specifically invited.
- The date for next year's event was proposed as the 4th July. It was agreed that the paperwork should be initiated by the end of October.