

# Events and Community Committee Meeting

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



Tel: 01782 782254

[www.kidsgrovetowncouncil.gov.uk](http://www.kidsgrovetowncouncil.gov.uk)

16<sup>th</sup> October 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 21<sup>st</sup> October** at Kidsgrove Victoria Hall (Chairman's Room).

Yours sincerely,

A handwritten signature in black ink that reads 'Sue Davies'. The signature is written in a cursive style.

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 5<sup>th</sup> September 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 5<sup>th</sup> September 2019 not covered elsewhere on the agenda:
  - a. Questionnaire progress
  - b. Civic Service
6. To receive an update on the arrangements for this year's Remembrance Event

7. To receive a further 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
8. Christmas Pantomime – To consider the arrangements
9. Mayor’s Charity Events:
  - a. To receive an update on the ‘Scarefest’ trip through the Harecastle Tunnel.
  - b. To receive a general update summary of the Mayor’s Events and Fundraising.
  - c. To consider arrangements for the NYE Mayor’s Charity Event.
10. To receive a budget update for the Committee and to consider the three-year budget proposal and 5-year plan in relation to the Committee’s projects. (To be circulated)
11. 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. Barn Dance
  - f. 80s night
  - g. Wrestling and Boxing Nights
  - h. Park Run event for children
  - i. Interschools Sports Day
  - j. Any further suggestions
12. To agree the time of the next meeting: Monday 25<sup>th</sup> November 2019

## Events and Community Committee

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### Minutes of the Events and Community Committee Meeting held 5<sup>th</sup> September 2019, 7:00pm, Chairman's Room, Victoria Hall

#### EC/18-19/1/1 **Present**

Cllr S Dymond, Cllr A Cartwright, Cllr G Burnett  
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, Cllr P Waring, Cllr J Waring, 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 5<sup>th</sup> August 2019**

The minutes of the meeting held on the 5<sup>th</sup> August 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 5<sup>th</sup> August 2019 not covered elsewhere on the agenda.**

- a) Questionnaire Progress

## Appendix 1

A draft is still being prepared.

### **EC/18-19/1/7 To receive a report from the beer festival to include a financial breakdown of the costs and money.**

The Clerk updated the Committee with the financial breakdown of the event including information received from the bar contract holder. It was agreed to recommend to Full Council that the hall hire fee should be waved.

### **EC/18-19/1/8 To receive a report on the recent film showing (Reels on Wheels) held on the 29<sup>th</sup> August 2019**

The film had been well attended and charity collection boxes had been out for the Alice Charity. It was agreed to arrange another film for the February Half Term.

### **EC/18-19/1/9 To consider the arrangements for this year's Remembrance Event including an invitation to attend the RBL Meetings.**

The Clerk and Cllr Cartwright are to attend the RBL meeting to discuss the road closure requirements and the Clerk will ensure the arrangements will be put into place. It was agreed that close partnership working was required to ensure a seamless event.

It was agreed, going forward, that Cllr Dymond be the nominated liaison person for the Council with the British Legion.

*Action: The Clerk and Cllr Cartwright to attend the next meeting.*

### **EC/18-19/1/10 To receive a progress report and agree further actions for the Christmas Markets and Light Switch on including a progress report on Christmas Light provision.**

#### **a) Christmas Market arrangements**

The following arrangements were agreed:

- The money raised from stall hire should be paid to the Mayor's Charity as in previous years.
- There are 24 slots available for commercial stalls which would be charged at £20 (and community stall to be free).
- The 'selling time' is to be between 11:00am and 16:30pm.
- Stalls are to agree that they can't pack up before 16:30.
- Stalls offering tombolas to be given a low priority.
- A food stall is required.
- J. Locke agreed to contact Stanway's Fair.

#### **b) Light Arrangements**

The Clerk was asked to confirm that CMK are booked to provide the Christmas Lights switch on and also to enquire about the Butt Lane Tree. The Committee authorised the expenditure for the switch on using the firm that have been used in previous years and who understand the arrangements. It was agreed further quotes were not needed.

*Action: The Clerk*

## Appendix 1

### EC/18-19/1/11 **Civic Service – For the Mayor to put forward any proposals.**

It was agreed that the Mayor needs to arrange the Civic Service and to feed the date back to Full Council after confirming with the office.

### EC/18-19/1/12 **To receive a request from Aspire and Tesco to assist in the Toy Appeal 2019. (Launch 15<sup>th</sup> November 2019)**

The Committee agreed to recommend to Full Council that a donation of £250 be made to the Toy Appeal 2019.

*Action: The Clerk to arrange*

### EC/18-19/1/13 **Mayor's Charity Event.**

- a) To receive a general update summary of the Mayor's Event and Fundraising  
The Mayor updated the Committee. The New Year's Eve event will need to go onto the next agenda.
- b) To receive an update report for the October Event (11<sup>th</sup> October) to include Pie and Peas.

The costs of the band is confirmed as £420.00. A poster is required and Wrights Pies need contacting to ask for the pie provision.

### EC/18-19/1/14 **To consider and agree potential further events (suggested at the last meeting or raised since) for 2019 or subsequent years.**

- a. Artisan Markets
- b. Regular Markets
- c. Barge Markets
- d. Boxing Nights
- e. 'Kidsgrove by the sea'
- f. 80s night
- g. Wrestling and Boxing Nights
- h. Comedy night
- i. Quiz night in Amanda's Mayor Charity Year
- j. Gin Festival
- k. 80s night
- l. Interschools sports day
- m. Jazz and Band weekend
- n. Easter Egg hunt.

### EC/18-19/1/15 **Date of Next Meeting**

Thursday 20<sup>th</sup> October 2019.

The meeting concluded at 20:20