

Events and Community Committee Meeting

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



Tel: 01782 782254

www.kidsgrovetowncouncil.gov.uk

5th February 2020

To: **Members of the Events and Community 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 10th February** 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 21st October 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 21st October 2019 not covered elsewhere on the agenda:
 - a. Questionnaire progress
 - b. Civic Service
6. Feedback from a meeting with the Canal and River Trust attended by the Clerk and Go Kidsgrove representatives and to note their proposed events including a heritage weekend in the town and possibly a separate Floating Market. To discuss and agree any Council involvement and actions.

7. Party in the Park: To discuss the 2020 event including:
 - a. To approve the draft application prior to submission to Newcastle Borough Council. (To be circulated)
 - b. to agree further key actions needed and to resolve to form a small working party to lead the organisation of the event, including approval of the Terms of Reference. (To be circulated)
8. Christmas Market and Light Switch
 - a. To receive a summary of a debriefing meeting held between Cllr A Cartwright, Cllr S Dymond, Cllr A cooper, J Locke and the Clerk.
 - b. To consider the organisation of the 2020 event including the future provision of lights.
9. VE/VJ Day celebrations: To note the funding opportunity has now been advertised. To discuss any events and potential town council involvement.
10. Reels on Wheels: To agree a further film showing and date.
11. Christmas Pantomime:
 - a. To receive a debriefing on the on the Pantomime event 2019.
 - b. To authorise, or otherwise, the expenditure for the 2020 event.
12. Mayor's Charity Events:
 - a. To receive an update and debriefing on the Mayor's New Years Eve Event.
 - b. To receive a general update summary on the Mayor's Events and Fundraising.
 - c. To receive any further item from the Mayor relating to her fundraising including any proposed further events.
13. To review and consider the committee's Terms of reference and to recommend any changes, if required. (Appendix 2)
14. To receive and note the committee's budget expenditure 2019/20 to date and the approved budget for 2020/21.
15. To receive any items from the Chair or Clerk.
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. Barn Dance
 - f. 80s night
 - g. Wrestling and Boxing Nights
 - h. Interschools Sports Day
 - i. Any further suggestions
17. To agree the time of the next meeting: Monday, 2nd April 2020

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Minutes of the Events and Community Committee Meeting held 21st October 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 of the Committee: Josephine Locke (Go Kidsgrove representative)

In attendance: Sue Davies, Town Clerk

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

Apologies were received from Cllr Robinson and Cllr Dickens.

EC/18-19/1/3 To note declarations of Members Interests

None declared.

EC/18-19/1/4 To approve the minutes of the meeting held on the 5th September 2019

The minutes of the meeting held on the 5th September 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 5th September 2019 not covered elsewhere on the agenda.

a) Questionnaire progress

Not progressed

b) Civic Service

Cllr Cartwright is looking at potential dates.

EC/18-19/1/7

To receive an update on the arrangements for this year's Remembrance Event.

Cllr Dymond and the Clerk updated the committee. The road closure has been arranged with NULBC and the police have agreed to provide a presence. The road closure company have been booked. The purchase on speakers is ongoing.

EC/18-19/1/8

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

An update on the stalls was arranged. More bookings are required, and the Clerk is working on this. Cllr Cartwright agreed to send the Clerk her contacts from previous years to assist.

An update on entertainment was provided: Tamil Dancers, St Thomas's Choir, Community Choir and a Ukulele Player.

J Locke reported that Stanways will be in the town centre and a method of drawing people from the Town Hall after the light switch on there would be beneficial.

Cllr Dymond is arranging the posters of the event.

The Clerk is arranging food provision.

Cllr Cartwright is arranging tombola prizes and also a 'Name the bear' game.

Cllr Dymond has ordered a cake from L Blunt and offered any charge from this as her contribution to the charity.

b) Light Arrangements

The Committee authorised the Clerk to confirm the booking with CMK electrical for both the light set-up in Kidsgrove and also for the Butt Lane tree, where new lights are required. The cost for both is projected to be £1800 + VAT. Further quotes were not deemed necessary because CMK are reliable and familiar with the Council needs.

Cllr Dymond is pursuing the provision of a tree for Butt Lane.

EC/18-19/1/9

Christmas Pantomime – To consider the arrangements

It was agreed that Cllrs Cartwright and Dymond would be available on Boxing Day to run the event. Cllr Burnett also offered to help, subject to having returned from an afternoon commitment in time.

The office agreed to manage the ticket sales and ensure the financial side was in order. It was further agreed that ticket sales would be paid into the Town Council account but that the Mayor would have collection pots and possibly an event to raise money for her charities.

It was stated that the balcony would not be able to be opened unless there were designated people in place to monitor safety.

Appendix 1

The Clerk was asked to ensure that the Pantomime Company had access at 15:00 as the previous year they had arrived at 15:00 with no access until 15:30.

Action: The Clerk, Cllr Dymond and Cllr Cartwright to progress.

EC/18-19/1/10

Mayor's Charity Events:

a) To receive an update on the 'Scarefest' trip through the Harecastle Tunnel.

It was agreed that Cllr Cartwright, Cllr Cooper and the Clerk be offered the Council's places.

b) To receive a general update summary on the Mayor's Events and Fundraising.

The Mayor provided an update.

c) To consider arrangements for the New Years Eve Mayor's Charity Event.

The Clerk to liaise with the Mayor to organise this event.

The disco will be paid for by the £1000 float. Cllr Dymond will arrange for the invoice to be sent to the office.

The cost was agreed at £10 per ticket, £5 for under 12s and under 2s free.

Security was discussed and the need for it. It was decided that provision should be considered and the Clerk agreed to talk to Ellis Whittam on their forthcoming visit.

It was stressed that although food could be brought in, but alcohol could not be.

Cllr Cartwright agreed to arrange for the printing of the tickets.

Cllr Cartwright agreed to arrange raffle prizes.

The management of smokers leaving the building was raised.

Action: Cllr Cartwright to progress arrangements with the Clerk.

EC/18-19/1/11

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)

The Committee considered and agreed its 5-year plan and budget proposal for 2020/2021 to be put to the F and GP Committee.

It was agreed to include £10,000. The £10,000 for the current year's budget would allow purchase of Christmas lights in the early spring when they are often discounted. It was suggested a small working group would be beneficial.

The projected costs of other events was agreed.

Action: The Clerk to progress to the F and GP Committee.

EC/18-19/1/12

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

- a. Artisan Markets

Appendix 1

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

EC/18-19/1/13 Date of Next Meeting

Monday 25th November 2019.

The meeting concluded at 20:20

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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) subject to a maximum of four.

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.

Appendix 2

- 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.
- m) To consult with the Community regarding events and community.

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.

Appendix 2

- 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 set-up and conduct consultations relating to Events and Community in the Town Council's name.
- i) 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.

Appendix 2

Approved at the Full Council Meeting dated:

Minute Reference:

Chair:

Clerk: