

# 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)

2<sup>nd</sup> July 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 on 6<sup>th</sup> July 2020 at **7:00pm on Zoom**.

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 27<sup>th</sup> February 2020 (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 27<sup>th</sup> February 2020 not covered elsewhere on the agenda:
  - a. Questionnaire progress

6. To receive nominations for and to resolve to co-opt non councillor members onto the committee.
7. To discuss events in relation to the Covid-19 situation:
  - a. Party in the Park: To consider a proposed potential date for 2021
  - b. Remembrance Day: To consider arrangements, if any, for 2020.
  - c. Christmas Light switch on and market
  - d. Christmas Pantomime: To receive an update from the Clerk and to consider proposals and actions and to approve payment of the deposit, this putting some commitment on the Council.
  - e. Reels on Wheels
  - f. Other events
8. Mayor Support and Charity Events:
  - a. To receive a statement of accounts for the Mayors fund.
  - 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 which may require support.
9. To receive and note the committee's budget expenditure 2020/21 to date and to recommend any changes.
10. To receive any items from the Chair or Clerk.
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. Interschools Sports Day
  - i. Any further suggestions
12. To agree the time of the next meeting

## Events and Community Committee

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### Minutes of the Events and Community Committee Meeting held 27th February 2020, 7:15pm, Chairman's Room, Victoria Hall

**EC/19-20/5/1 Present**

Cllr S Dymond, Cllr A Cartwright, Cllr A Cooper, Cllr S Burgess  
Non-Councillor Members of the Committee: Josephine Locke (Go Kidsgrove representative)  
In attendance: Sue Davies, Town Clerk

**EC/19-20/5/2 To receive and consider apologies for absence**

Apologies were received from Cllr P Waring, Cllr J Waring, Cllr G Burnett, Cllr K Johnson and Mr W Richins.

**EC/19-20/5/3 To note declarations of Members Interests**

None declared.

**EC/19-20/5/4 To approve the minutes of the meeting held on the 21<sup>st</sup> October 2019**

The minutes of the meeting held on the 21<sup>st</sup> October 2019 were approved by those present.

**EC/19-20/5/5 Public Participation (A period of not exceeding 15 minutes for the press or public to make comments.**

No comments made.

**EC/19-20/5/6 Matters arising from the meeting of the 21<sup>st</sup> October 2019 not covered elsewhere on the agenda.**

**a) Questionnaire progress**

The Clerk reported that this has not been progressed.

**b) Civic Service**

## Appendix 1

Cllr Cooper and the Clerk will begin to look at dates so that 'save the date' notifications can be sent out.

**EC/19-20/5/7**

**Feedback on a meeting with the Canal and River Trust attended by the Clerk, Go Kidsgrove representatives and Cllr Cooper and to note their proposed events including a heritage weekend in the town and possibly a separate floating market. To discuss and agree Council involvement and actions.**

The clerk informed of an event, initiated by Go Kidsgrove with the Canal and River Trust, whereby over a weekend, various organisations will provide activities. The participants at each activity will receive a token or stamp upon completion.

The date of the weekend is proposed to be the 25<sup>th</sup> and 26<sup>th</sup> July but it was felt crucial to ensure that this doesn't coincide with other larger events.

Town Council involvement was agreed to be:

- Use of the Town Hall as an end point for the participants. It was noted that this would need verification by the F and GP Committee first although the Clerk felt it was likely it could be fitted around commercial events.
- Organisation a photograph competition.
- Liaise with Rotary Kidsgrove regarding the Junio Park Run being an event
- Liaise with the football clubs regarding theme hosting events.

**EC/19-20/5/8**

**Party in The Park: To discuss the 2020 event including:**

- a) To approve the draft application prior to submission to Newcastle Borough Council.

The Committee approved the application forms.

- 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 Terms of Reference.

The Committee agreed to form a working party consisting of Cllr Dymond, Rich Stevenson Evans, Wayne Richins and the Clerk. The Clerk agreed to draft some Terms of Reference.

**EC/19-20/5/9**

**Christmas Market and Light Switch on**

- a) Cllr Dymond provided a debriefing session held between her, Cllr Cartwright, Cllr Cooper, the Clerk and J Locke. (See appendix 1)
- b) It was agreed that a small working party begin to look at the provision of lights and also plan the arrangements for the coming year's event. It was highlighted that invitations for stalls need to be out in good time, by early summer.

*Action: The Clerk to arrange a meeting*

**EC/19-20/5/10**

**Reels on Wheels: To agree a further film showing and date.**

Appendix 1

The clerk was asked to find out what films were available for over the Easter break.

**EC/19-20/5/11**

**Christmas Pantomime – To consider the arrangements**

- a) Cllr Dymond provided a debriefing of the 2019 event, following a meeting between her, Cllr Cooper, Cllr Cartwright and the Clerk (Appendix 2)
- b) The committee resolved to authorise the expenditure of £900 for the 2020 event. The Clerk was asked to secure the booking.

**EC/19-20/5/12**

**Mayor's Charity Event**

- a) Cllr Cartwright provided an update on the 2020 New Year's Eve Ball. The tickets had sold well and after the security and disco had been paid for from the proceeds, there was still a profit to contribute to the Mayor's charities.
- b) Cllr Cartwright stated that she intends to hold a further event prior to her term of office ending. Dates are being considered.

**EC/19-20/5/13**

**Terms of Reference**

The committee considered its Terms of Reference and agreed to recommend to Full Council not no changes are required.

**EC/19-20/5/14**

**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 received an update from the Clerk on the expenditure against budget during 2019/20. There were no proposed virements.

**EC/19-20/5/15**

**To receive any items from the chair or clerk.**

None

**EC/19-20/5/16**

**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. 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

Appendix 1

- n. Easter Egg hunt.
- o. Any further suggestions

**EC/19-20/5/17**

**Date of Next Meeting**

Monday 2<sup>nd</sup> April 2020.  
The meeting concluded at 20:40

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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 28<sup>th</sup> 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: