

Events and Community Committee Meeting

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



Tel: 01782 782254

www.kidsgrovetowncouncil.gov.uk

17th November 2021

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 Monday, 22nd November 2021 at **7:00pm** at Kidsgrove Victoria Hall.

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 13th September 2021. (Available on the website and shown in appendix 1.)
4. To receive notes from the inquorate meeting of the 21st of October 2021. (Appendix 2)
5. 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).

6. Matters arising from the meeting of the 13th September 2021 and the inquorate meeting of the 21st October 2021 not covered elsewhere on the agenda.
7. Remembrance Day 2021 – To receive verbal feedback on the event and to agree any points to consider for subsequent years.
8. Christmas Town Decorations: To receive progress reports and to consider further actions.

- a. Christmas Tree opposite the Town Hall.
 - b. Christmas Tree - Kidsgrove
 - c. Christmas Tree – Moorland Road
 - d. Christmas Tree – Butt Lane Peace Garden
 - e. Other Christmas decoration considerations including early plans for 2022.
 - f. To consider and resolve to approve the payment to CMK of £1800 for payment for the light switch on (Town Hall and Butt Lane). (Appendix 3)
9. Christmas Light switch on and markets – to receive an update on arrangements and to agree any further actions.
10. Christmas Pantomime – To receive an update on arrangements and to agree any actions.
11. To further consider plans for the Queen’s platinum jubilee in June 2022 and to agree any actions:
- a. Beacons including consideration of the purchase of an approved beacon at a cost of £490
 - b. Evening in the Town Hall on the evening of the beacon.
 - c. Event in Clough Hall Park on June 4th.
12. To consider and discuss the possibility of holding a beer festival during Jan to March 2022. To agree any actions required.
13. To receive an update on the re-implementation of markets into Kidsgrove and to agree any actions.
14. Mayor Support and Charity Events:
- a. To receive a general update summary from the Mayor on the Mayor’s Functions.
 - b. To receive an update on the Mayor’s charity fundraising
 - c. To consider plans for a Mayor’s New Year’s Eve event and to agree any actions and support required.
 - d. To consider any other plans for the Mayor’s charity fundraising and agree any actions or support required.
15. To receive a budget update related to the committee. (Appendix 4).
16. To consider and agree the committee’s budget requirements and earmarked reserves for 2022-2022 for forwarding to F&GP. (Further information to be circulated.)
17. To receive any items from the Chair or Clerk.
18. To consider and agree potential further events (suggested at the last meeting or raised since) for 2021 or subsequent years including any actions required prior to the next meeting.
- a. Barge Markets
 - b. ‘Kidsgrove by the Sea’
 - c. Barn Dance
 - d. 80s night
 - e. Wrestling and Boxing Nights
 - f. Interschools Sports Day

g. Any further suggestions

19. To agree the time of the next meeting: Thursday 10th February 2022.

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Minutes of the meeting held 13th September 2021, 7pm at The Victoria Hall

- EC/21-22/2/1 Present**
- Cllr S Dymond, Cllr D Allport, Cllr G Burnett, J Locke (Go Kidsgrove)
In attendance: S Davies - Clerk, E Norton - Assistant Clerk
- EC/21-22/2/2 To receive and consider apologies for absence.**
- Apologies were received from Cllr A Cooper and Cllr C Dickens
- EC/21-22/2/3 To note declarations of Members Interests**
- None declared.
- EC/21-22/2/4 To approve the minutes of the meeting held on the 8th July 2021.**
- The minutes of the meeting of the 8th July 2021 were approved by all those present, pending check on whether apologies were received by J Locke apologies and if so, added to the minutes.
- EC/21-22/2/5 Public Participation (A period of not exceeding 15 minutes for the press or public to make comments.**
- No members of the public present.
- EC/21-22/2/6 Matters arising from the meeting of the 8th July 2021 not covered elsewhere on the agenda.**
- There were no further matters to be discussed other than those already on the agenda.

EC/21-22/2/7

To further consider plans for the Queen’s Platinum Jubilee in June 2022 and to agree any actions including having a beacon.

The Clerk outlined that the country will be lighting beacons on the evening of Thursday 2nd June 2022. It is believed the Council have their own beacon, stored at The Victoria Hall and the office will attempt to locate this and confirm. The Clerk was also asked to liaise with Audley Parish Council, Odd Rode Parish Council and the Borough Council to establish their plans. It was noted that if a new beacon is required, the price may be approximately £500.

To accompany the lighting of the beacon, the idea of having an event in The Victoria Hall on the evening of 2nd June 2022 was discussed with live musical entertainment and possibly, the Town Mayor’s proclamation will also be delivered at this event too.

There were further discussions on the ‘Garden Party’ that would be held on Saturday 4th June at Clough Hall Park. Members of the public would be invited to bring a picnic to the event and musical entertainment would be provided. Consideration of vendors to provide food and drink were also discussed.

It was agreed to hold Party in the Park at another time in the year.

It was noted a contingency plan needs to be put in place in case of bad weather.

Actions:

The Clerk to contact NULBC to confirm the use of the park and to ask about the possibility of speakers for music being used and the possible permitting of alcohol onto the site.

The Clerk to check with local surrounding areas regarding the Beacon lighting, and confirm timing.

J Locke to ask the choir their interest for the evening of 2nd June.

EC/21-22/2/8

Christmas Market, light switch on and other decorations: To receive progress and consider further actions.

The Clerk gave an update to the committee regarding the Christmas Lights in the Parish:

CMK Electrical will be coming to discuss and offer advice and give quotes in regards to the lighting in Kidsgrove town and for the tree opposite the Town Hall. The possibility of having lights displayed through Butt Lane will also be investigated.

It was raised by Cllr Dymond that the Christmas tree in Butt Lane could be sponsored by local businesses. In previous years, the tree has been donated by Dartington’s.

Go Kidsgrove has a collection of Christmas lights to be used in Kidsgrove, and the CMK will be asked for suggested sites to determine their most suitable placement.

The Christmas Market and Light Switch on will take place Saturday 4th December. A call for stallholders has been sent out and some confirmed bookings have been made. The price of a stall will be £15 and £5 if the stall is for Charity. More promotion of the event now needs to be distributed via posters and social media.

Actions:

The Clerk to have the meeting with the CMK Electric in regards to the Christmas lights. J Locke to also attend to discuss the stock of lights held by Go Kidsgrove.

Cllr Dymond to approach Butt Lane businesses in regards sponsoring a Christmas tree.

The office to send out advertisement material in regards the Christmas Market and Light switch on. All members to help share via social media.

EC/21-22/2/9

Remembrance Day 2021 – To discuss and initiate arrangements.

Remembrance Sunday will be 14th November this year, 2021. The poppy appeal starts the 28th October. Cllr Dymond is proceeding with the order of wreaths in her role in the Royal British Legion. The Clerk asked her to ensure the KTC logo will be included.

Actions:

The Clerk to request license for the road closure to hold the annual parade.

Zoom meeting to be arranged with the Royal British Legion.

EC/21-22/2/10

To receive an update on the re-implementation of markets into Kidsgrove and to agree any actions.

The Clerk updated in regards discussions with NULBC on the return of a Kidsgrove Market. Some work would be involved but it was agreed it was possible, but NULBC would not be likely to manage the project.

Their suggestion was to make it a 'Pop-up' style market where the stallholders bring their own stalls/tables. Decisions on what kind of market/s would need to be made eg. Artisan, Crafts, Farmers etc.

Ideally the market would be held on alternative days to the NULBC markets. Location within Kidsgrove would need to be investigated further, taking into consideration matters such as existing shops and parking. Discussions were had about using Bathpool park.

Actions:

Explore private companies running markets and discuss the possibilities further with NULBC.

EC/21-22/2/11

To discuss and agree arrangements for other events during the coming financial year.

a. Christmas Pantomime

The Christmas clerk reported that, as already agreed, the Pantomime will be held on Boxing Day (Saturday 26th December) and the show will be Dick Whittingham. Tickets prices were discussed, and it was agreed to charge the same prices as in 2019. It was affirmed that tickets would need be purchased through the office. The possibility of having soft drinks available to purchase on the night were discussed if there is no bar available, but people attending can also bring their own refreshments.

Actions:

The office to create tickets and begin advertising the event, using material from the Pantomime company.

b. Beer Festival

It was agreed to consider holding the Beer Festival during the quieter months of January – March and this will be discussed with the new bar tender when in place.

EC/21-22/2/12

Mayor Support and Charity Events:

- a. To receive a general update summary from the Mayor on the Mayor's Functions.

The Mayor's updates were read by The Clerk. She awaits the new vicar at St Thomas Civic events and possible dates and will update when possible. Starting to collect items such as Tombola raffle and hamper prizes and hamper for the Christmas Market and further donations welcome, please send into the office.

- b. To receive an update on the Mayor's charity fundraising and to discuss option and support for future events.

Nothing to update.

EC/21-22/2/13

To receive a budget update related to the committee. (See appendix 1).

The clerk updated that the only expenditure so far has been the deposit for the Pantomime.

It was noted the at £2500 for the Queen's Platinum Jubilee event will more likely be spent in the next financial year and therefore would be earmarked what is left over.

It was also noted that as 'Reels on Wheels' will no longer be ongoing due to the lack of interest, the £500 from this line could be transferred elsewhere. This will need to be discussed at Full Council.

The suggestion of purchasing bunting for the Queens Jubilee event was discussed. The Clerk agreed to add bunting and decorations for this event onto a future meeting's agenda.

EC/21-22/2/14

To receive any items from the Chair or Clerk.

None received.

J Locke provided information on a project currently in progress called the "Kidsgrove Inspiration Pathway Project". Aspire working with Go Kidsgrove and the local schools are working to give people opportunities they wouldn't usually be able to do. The Clerk to contact the organiser to find out more and invite to the next Events and Committee meeting. J Locke will provide the contact details to the Clerk.

J Locke invited the committee to a meeting with the art organisation Appetite, to find out more about their planned projects in Kidsgrove on Tuesday 5th October from 3.30 at Jessie's Tea Room. Following on from this, there will also be a Go Kidsgrove meeting at 6.30pm, which the committee are also invited to.

Appendix 1– Draft notes of the meeting of the 13th September 2021

EC/21-22/2/15

To consider and agree potential further events (suggested at the last meeting or raised since) for 2021 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 - To be put on for the agenda for the next meeting.
The Clerk to speak to schools to gain any interest.
- i. Any further suggestions

EC/21-22/2/16

To agree the time of the next meeting: Thursday 21st October 2021

The meeting concluded at 20:15pm.

Events and Community Committee

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Kidsgrove
Staffordshire
ST7 4EL

Tel: 01782 782254

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Notes of non-quorate meeting held 21st October 2021, 7pm at The Victoria Hall

Present

Cllr S Dymond, Cllr Cooper, J Locke (Go Kidsgrove), Wayne Richings.

In attendance: S Davies - Clerk, E Norton - Assistant Clerk

To receive and consider apologies for absence.

Apologies were received from Cllr D Allport and Cllr C Dickens

1) Remembrance Day

The Clerk updated the committee that the road closure application and arrangements for the parade on Remembrance Day are in hand and will be in place on the day

The Scouts' band have confirmed their presence.

S Dymond will raise with the British Legion that a ZOOM meeting needs to arranged to finalise arrangements.

2) Christmas Town Decorations

a. General Christmas Tree Provision –

The Clerk has been in touch with Darlington's. They are currently waiting to hear back from suppliers, and confirmation of costs.

It was discussed asking local businesses if they would like to sponsor a tree and bring back to the next meeting details of any potential sponsors. The assistant clerk to draft a letter for the committee to approach businesses, requesting sponsorship.

b. Christmas Tree opposite the Town Hall –

New lights that are stronger and more repairable, have been approved at Full Council and will be installed.

c. Christmas Tree in Kidsgrove –

GO Kidsgrove have a non-metred supply set up for this tree. It is on Newcastle Borough Council land. Josephine will have a look for sponsorship for the tree and come back to the next meeting, with what help is needed with the tree and also replacing any broken lights.

d. Christmas Tree on Moorland Road –

The Town Council are working on getting the non-metred electricity supply re-established. Midland Power coming to sort the electrics and we have the quote for the box and has been approved by full council.

e. Christmas Tree Butt Lane Peace Garden –

The Co-op pharmacy have sponsored £100 towards the tree in Butt Lane and a raffle is being run at the Coop to raise money towards the tree too. To bring back to the next meeting what additional help is required by the council. To agree at next meeting who the contractor is.

f. Other Christmas decoration considerations including early plans for 2022.

It was discussed that the lampposts be used for putting decorations on rather than the properties. Possibly further decorations situated in Talke Pits, in the "triangle" near the church, using an existing tree. And potentially HARRISEAHEAD was discussed as another location.

3) Christmas Light Switch on and markets

The Christmas Market and Light Switch on event will take place Saturday 4th November. Learning from previous years, it was discussed that a road closure for the time of the light switch on might need to be considered. GO Kidsgrove are planning a lantern making workshop in November. The children from the workshops will then parade along the street with their lanterns. Rotary Kidsgrove will be joining with Santa and music playing.

Discussions were had on to whether Santa would be sat on the stage, or in the hallway at the bottom of the stairs.

Some prizes have now come in for the Mayor's raffle and more needed. There were also discussions of having stalls in the side rooms.

Poster advertising the event has been drafted, with some amendments to be made. Add Tombola/Refreshments to the poster. 10-4pm, 4.30 Light switch on. The idea of having a banner was also discussed.

4) Christmas Pantomime

About 80 tickets sold so far so there is a need to keep an eye on numbers keeping mindful of the ongoing pandemic situation. Discussions were had on running a raffle on the night like on previous years, and volunteers will also be needed run the event.

5) Queen's platinum jubilee in June 2022

Contact has been made with the Borough Council about the date. No further progressions.

6) Beer Festival

To be put on the agenda for the next meeting. Discussions were had on involving the new bar and local pubs.

7) Mayor Support and Charity Events

The Mayor expressed concerns on New Year's Events with regards the amount of people getting together on the run up to Christmas, but suggested a tabletop event in the new year. Discussions were had on having an alternative type of celebration for New Year's such as a sit-down meal.

The Mayor has requested donations for the tombola and raffle on the Christmas Market. The office will send out a request to councillors.

No further discussions.

Meeting concluded 8.30pm

Appendix 3– Quote for Christmas Lights installation.



INVOICE

Kidsgrove Town Council
Town Hall
Liverpool Rd
Stoke-on-Trent
ST7 4EL

Invoice Date
17 Nov 2021

Invoice Number
1716

Reference
CMK2183

VAT Number
304752030

CMK Electrical Ltd
8 Crown Street
Wellington
TF1 1LP
Tel: 01952 204439

Description	Quantity	Unit Price	VAT	Amount GBP
PO-22-29 installation of christmas lights to tree	1.00	1,486.00	20%	1,486.00
Installation of christmas lights as per last year	1.00	1,800.00	20%	1,800.00
			Subtotal	3,286.00
			TOTAL VAT 20%	657.20
			TOTAL GBP	3,943.20

Due Date: 17 Nov 2021

Acceptable payment methods are:

BACS Transfers to Barclays
Account: CMK Electrical Limited
Sort Code - 20-08-64
Account No - 43964965

Cheques accepted

Company Number : 1090 2408
VAT Registration Number: 304752030

Note – PO-22-29 already authorised by Full Council.

£1800 for the installation aspects as per 2020 still to be authorised.

Appendix 4– Current budget situation

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>(20,260)</u>	<u>(18,267)</u>	<u>(20,200)</u>	<u>(12,681)</u>	<u>(19,664)</u>		<u>0</u>		
105 General projects									
4063 Christmas Lights	12,000	1,620	12,000	2,100	12,000	1,019	0	0	0

Current committed = £7200

114 Events											
1998	Party in the Park Income	0	0	500	0	0	0	0	0	0	0
1999	Event Income	500	0	500	142	500	0	0	0	0	0
	Total Income	<u>500</u>	<u>0</u>	<u>1,000</u>	<u>142</u>	<u>500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4070	Community Pantomime	1,000	0	1,000	100	1,000	0	0	0	0	0
4071	Queens platinum jubilee	0	0	2,500	0	2,500	0	0	0	0	0
4098	Reels on Wheels	1,000	0	500	0	0	0	0	0	0	0
4099	Other Event costs	1,500	0	1,500	30	1,500	0	0	0	0	0
4602	Party in the Park Costs	1,300	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	<u>4,800</u>	<u>0</u>	<u>5,500</u>	<u>130</u>	<u>5,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	114 Net Income over Expenditure	<u>-4,300</u>	<u>0</u>	<u>-4,500</u>	<u>12</u>	<u>-4,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

Other event costs currently a further £345 to be added (road closure for Remembrance - ,management firm)

114 Events											
1998	Party in the Park Income	0	0	0	0	500	0	500	0	0	0
1999	Event Income	500	0	0	0	500	0	500	142	0	0
	Total Income	<u>500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>142</u>	<u>0</u>	<u>0</u>
4070	Community Pantomime	1,000	0	0	0	1,000	1,000	100	0	0	0
4071	Queens platinum jubilee	0	0	0	0	2,500	0	2,500	0	0	0
4098	Reels on Wheels	1,000	0	0	0	500	500	0	0	0	0
4099	Other Event costs	1,500	0	0	0	1,500	1,500	30	0	0	0
4602	Party in the Park Costs	1,300	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	<u>4,800</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,500</u>	<u>3,000</u>	<u>5,500</u>	<u>130</u>	<u>0</u>	<u>0</u>
	114 Net Income over Expenditure	<u>-4,300</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>-1,500</u>	<u>-3,000</u>	<u>-4,500</u>	<u>12</u>	<u>0</u>	<u>0</u>

Note – There is a further £6000 in Christmas Tree Lights earmarked reserve not allocated to this year.