

**MINUTES OF THE EVENTS COMMITTEE MEETING
HELD ON 15 JULY 2019 AT THE COUNCIL OFFICES
AT 7.00PM**

Attendance:

Cllr D Jones (DJ), Cllr B Piper (BP), Cllr B Zilberts, J Gardner (JG), C Morris (CM), M Utting (MU) and A Wade (AW).

M Bayliss (MB) was also in attendance.

1. Apologies

Apologies were received from Cllr P Beadle, Cllr R Coleman (RC), Cllr R Nunn (RN), Cllr M Sarfas, DH Boulter (DHB), J Chandler (JC), B Duesbury (BD) and V Thornton (VT).

2. Declaration of Pecuniary Interest and Dispensation Requests

None were received.

3. Minutes of the previous meetings

It was noted that the minutes from the Events Committee meeting held on 24 June 2019 were approved by Council on 9 July 2019.

4. Armed Forces Day 2020

Members asked the Events Officer to speak to the Royal British Legion to see what their plans are for this event and to bring more information to the next meeting.

5. Christmas Lights Switch On 2019

(i) **Budget.** Noted.

(ii) **Christmas Tree Base.** Members **RECOMMENDED** Oakberry Trees install the new Christmas Tree socket and base at the quoted price of £1265 ASAP. This money will be taken from the Events reserve fund. **AMENDMENT - £1265 TO BE TAKEN FROM SPECIFIC BUDGET NOT EVENTS RESERVE FUND**

(iii) **Christmas Tree Fencing.** Members were happy to proceed with the fencing from Palmers Garden Centre. Events Officer to arrange this.

(iv) **Church Street Lighting.** Noted.

(v) **Memorial Shed Lighting.** Deferred.

(vi) **PA/Hosting.** Members **RECOMMENDED** accepting the quote from Cross Counties radio to host and provide the PA system for the event. **AMENDMENT – COST OF HOSTING £750**

(vii) **Christmas Market.** Members agreed that the craft fair should be fully managed by the Town Council events Committee.

Members **RECOMMENDED** that craft stalls inside the Town Hall will be charged at £25 per stall. Events Officer to measure the space to work out how many stalls can be accommodated.

Members **RECOMMENDED** that outside stalls will be charged at £40.

Members looked at the positioning of the outside stalls and agreed that the 5 in the Town Hall Square would be positioned along the side in front of Age Concern now the position of the stage has moved. There will be an additional 5 in the Bell Street car park which will be catering stalls. The Town Council mulled wine stall will remain in the same position as in 2018.

6. Date of next meeting

Monday 19 August 2019

Meeting closed at 7.50pm

Signed:.....

Date:.....