

PRESENT: Councillor: **D. Farry** (Chair)
Councillors: J. Cansella; K. Graham; N. Jones; R. Smith; M. Walton
Officials: K. Younghusband, Grants and Projects Officer

ECE10.18-19 APOLOGIES FOR ABSENCE

Apologies had been received from Councillor L Smith and Councillor K Conroy.
Councillor C Atkinson and Councillor C Woods were absent from the meeting, and no apologies had been received

ECE11.18-19 MEMBERS DISPENSATION

There were no member dispensations in relation to any item of business on the agenda.

ECE12.18-19 DECLARATIONS OF INTEREST

No declarations of interest had been received.

ECE13.18-19 PUBLIC PARTICIPATION

There were two members of the public present. No questions were raised.

ECE14.18-19 MINUTES

The Minutes of the following Meeting was agreed as a true and accurate record:
Events Management Sub-Committee - 26th November 2018

ECE15.18-19 REVIEW OF RECENT EVENTS ORGANISED BY FERRYHILL TOWN COUNCIL

The Grants & Projects Officer presented her report.

Councillor Farry thanked Town Council Staff for their support in delivering recent events all of which had been very successful.

It was **Recommended** that:

- a) the cost of using silent fireworks at next years Fireworks Display is investigated by the Grants & Projects Officer and a meeting held with the resident who raised concerns;
- b) a meeting is held with St. Luke's Church and Headteachers from local Schools to ensure that arrangements for the carol singing at the Christmas Fayre next year runs extra smoothly;
- c) a marquee and gazebos are purchased to replace those returned to the Ferryhill 2000 Committee;
- d) the Grants & Projects Officer investigates the cost of employing a professional traffic management company to steward future events which require road closures, reporting these back to the Events & Community Engagement Committee at the earliest opportunity;
- e) those traders which had let the Town Council down at Christmas events without even offering an apology not be invited back;
- f) existing photography arrangements be formalised and a fee agreed;

- g) in future to ensure that protocol is followed on Remembrance Sunday, that the Parade Marshall announces individuals as they attend the cenotaph to lay their wreaths, in accordance with the Order of Parade;
- h) the wreath laying ceremony at Memorial Cottage is formalised for future years;
- i) options be looked into for providing disabled access into the gardens for next years Remembrance Sunday wreath laying ceremony.

ECE16.18-19 INVITATION LIST FOR ANNUAL TOWN MEETING

The Grants & Projects Officer presented her report. Members agreed that the number of invitees to the Annual Town Meeting needed to be extended and the venue changed as appropriate. This could include a combination of groups who wanted to give a formal presentation at the meeting as well as groups who just wanted to produce a display board demonstrating their work throughout the year. Publicity for the event would need strengthening. One suggestion was that if one of the local dance groups performed at the event it might encourage a wider audience to attend. This option could be explored if a large enough venue was booked.

It was **Recommended** that:

- a) the Annual Town Meeting is held at 6.00pm on Thursday, 9th May 2019;
- b) the following groups be added to the existing invitation list to the Annual Town Meeting:
 - The Mayor;
 - Endeavour Woodcrafts;
 - The Town's Primary Schools;
 - All Churches in the Town;
 - Red Support Living;
 - Livin;
 - Bernicier Homes;
 - Brownies;
 - Guides;
 - Cubs;
 - Scouts;
 - Enter CIC;
 - Chance Drama;
 - New Dance Generation;
 - Andrew Marshall (AMRP);
 - Dean Bank Literary Institute;
 - Mainsforth Community Centre;
 - Royal British Legion;
 - Veterans at Ease;
 - One Point;
 - Ferryhill Sports & Education Centre;
 - Sports & Leisure Clubs in the Town.
- c) If any Member had any further suggestions for invitees that they let the Grants & Projects Officer know by no later than 12th January 2019;
- d) the venue for hosting the Annual Town Meeting is reviewed depending upon the number of organisations taking part, to ensure that any room booked is large enough to accommodate everyone in attendance;

ECE17.18-19 CIVIC AWARDS NOMINATIONS

The Grants & Projects Officer presented her report.

It was **Recommended** that:

- a) The existing criteria for Civic Awards nominations be amended as follows:
 - (a) That a maximum of three awards be made in any one year, and no minimum number be specified;
 - (b) That no nominations be initiated by Members of the Events & Community Engagement Sub-Committee, and that any nominations considered must have been proposed and seconded by residents within the Ferryhill Parish boundary;
 - (c) Serving Town Councillors or Officers of the Town Council may not propose or second nominations;
 - (d) That no nomination be considered in respect of any serving Town Councillor or Town Council Officer;
 - (e) That each valid nomination be considered on its own merits and no firm criteria be specified;
 - (f) That the award comprise a framed A4 certificate on high quality paper and include the words "in recognition of outstanding service to the people of Ferryhill on whose behalf Ferryhill Town Council records its appreciation."
 - (g) That any award include, in addition some other marker such as an engraved glass plaque, the exact specification to be determined;
 - (h) That any approved award be presented at the Town Council's Annual Awards event.

ECE18.18-19 FRIDAY MARKET IMPROVEMENTS AND POTENTIAL FOR HOLDING SPECIALIST MARKETS IN THE TOWN

The Reception & Communications Officer was not present at the Meeting so the Grants & Projects Officer presented the report.

It was **Recommended** that:

- a) a Quarter Page advert be placed in the MTN Market Magazine advertising for new traders to join the Ferryhill Friday Market, for three consecutive months; February, March and April 2019 at a cost of £100.00 + VAT per insertion (£300 + VAT);
- b) two specialist markets be held to coincide with the Town's Summer Gala 2019 and Christmas Fayre 2019 with a view to introducing a third Specialist Market in 2020 to coincide with the Town Council's first Horticultural Show;
- c) existing Friday Market Traders be given free rent during January and February 2019;
- d) the offer of free rent to new traders is extended from two weeks to one month as a further incentive to encourage new traders to attend the Friday Market. This to be advertised in February 2019.

ECE19.18-19 CHRISTMAS LIGHTING PROVISION

The Works Manager was not present at the meeting so the Grants & Projects Officer presented the report providing background information regarding the Town Council's existing Christmas lighting provision.

Following vandalism to the newly installed Christmas tree at the Surtees Doorstep Green, the tree had been removed from the site on health and safety grounds and relocated in the Memorial Garden at Duncombe Cemetery. Despite this setback Members agreed that it should not deter them from extending the Town's Christmas lighting provision to other parts of the Town in future years.

It was **Recommended** that:

- a) the Works Manager presents a report to this committee in February 2019 providing detailed quotations from three companies for the provision of new Christmas lighting decorations to include options for providing Christmas lights in locations throughout the Town and not just the Town Centre;
- b) the Works Manager invites those Companies providing quotations to give a presentation to the Events & Community Engagement Sub-Committee in February 2019;
- c) the Works Manager identifies an alternative and more prominent location to install a Christmas Tree at Ferryhill Station in 2019, (potentially either Surtees corner or near the Public Toilets) and investigates different lighting options for the tree, including battery powered lighting.

ECE20.18-19 FERRYHILL IN BLOOM OPTIONS

The Works Manager was not present at the meeting so the Grants & Projects Officer presented the report providing details of how the Ferryhill in Bloom process had worked in previous years.

It was **Recommended** that:

- a) a new Working Group is set up to oversee future arrangements for the Ferryhill in Bloom Judging and to establish a Horticultural Show in 2020;
- b) the group devises its own name and comprise the following members:
 - Councillor J Cansella;
 - Councillor D Farry;
 - Councillor N Jones;
 - The Works Manager;
 - 3 – 5 Members of the Public all of whom have horticultural experience;
- c) The judges 'Scoring Sheet' for assessing residents gardens is reviewed by the new Working Group.

ECE21.18-19 INFORMAL PARTNERSHIP AGREEMENTS

Members agreed that the existing 'Informal Partnership Agreement' document needed to be strengthened so that it was mutually beneficial to all parties.

Members identified various organisations that should be approached with a view to them entering into an Informal Partnership Agreement with the Town Council.

It was **Recommended** that:

- a) The Acting Town Clerk review the existing Partnership Agreement document, strengthening it so that it is not only mutually beneficial to all parties involved but also meets with Ferryhill Town Council policies;
- b) the following organisations are approached in the first instance with a view to them entering into an Informal Partnership Agreement with the Town Council:
 - Approach Too
 - Ferryhill Town Youth
 - Mainsforth Cricket Club
 - Mainsforth Bowls Club
 - Ferryhill Town Band
- c) Consideration is given to asking the following organisations if they would also be interested in entering into an Informal Partnership Agreement with the Town Council:
 - Enter CIC
 - The LADDER Centre
 - Chance Drama
 - New Dance Generation

ECE22.18-19 CORRESPONDENCE

The Grants & Projects Officer read out an email that had been received from the Zombie Trikers. The motorbike organisation had requested use of the Market Place Car Park on Sunday, 25th August 2019 to host a Trike and Bike Show, with a view to also hosting a follow up event at Halloween (date to be confirmed).

It was **Recommended** that:

- a) In principal the Zombie Trikers are permitted free use of the Market Place Car Park to host their events, but that the Grants & Projects Officer organises a meeting with the Zombie Trikers to establish the organisations exact requirements in terms of staffing etc. for the event and to ensure that appropriate Insurance and Risk Assessments are put in place;
- b) The Zombie Trikers events are provisionally added to the Town Council's Programme of Events for 2019.

There being no further business the meeting was closed at 9.00pm.

CERTIFIED AS A TRUE RECORD

CHAIR.....

DATE.....