

Minutes of the meeting of the **EVENTS & COMMUNITY ENGAGEMENT SUB COMMITTEE** held in the Council Chamber, Town Hall, Ferryhill, on **THURSDAY, 23rd OCTOBER 2019.**

PRESENT: Councillor: **D. Farry** (Chair)

Councillors: J Cansella; N Jones; K Graham

Officials: K Younghusband, Events and Projects Officer
D Shingleton, Acting Town Clerk

ECE74.19-20 APOLOGIES FOR ABSENCE

Apologies had been received from:

Councillor K Conroy

Councillor C Woods

ECE75.19-20 MEMBERS DISPENSATION

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

ECE76.19-20 DECLARATIONS OF INTEREST

No declarations of interest had been received.

ECE77.19-20 PUBLIC PARTICIPATION

No members of the public were present

ECE78.19-20 MINUTES

The Minutes of the following Meeting were agreed as a true and accurate record with one minor amendment i.e. that the sixth recommendation on page 3 read as follows: The Order of Service for Remembrance Sunday be proof read this year.

Events & Community Engagement Sub-Committee - 5th September 2019

ECE79.19-20 UPDATE ON CHRISTMAS LIGHTS PROVISION

The Events & Projects Officer presented her report. Members were advised that the annual hire cost for the new Town Centre Christmas Lights, previously chosen by the Sub-Committee was £8,181.66. This figure had risen slightly from £7,783.73. The increase was due to the initial designs chosen for the columns no longer being available, and the alternative design chosen being slightly more expensive. Final costs were likely to rise to £9,000 with the inclusion of electricity charges, and costs to hire a hoist to install and dismantle the lights.

With the current budget for Christmas Lights being £5,500 Members considered whether or not to proceed with the erection of the old lights, in the three corridors of Ferryhill Station, Dean Bank and the Broom. Members were advised that a one off charge of £4,790.20 would be made by Durham County Council, for the installation of commando units and timers to 13 street lighting columns in the corridors, if a decision was taken to proceed. If agreed, it was likely that the total cost of Christmas Lights this year could reach just over £14,000.

The Events and Projects Officer advised Members that should they agree to proceed and extend the old Christmas Lights into the three corridors, that there was a potential to also erect the old Christmas tree next to the Ladies Toilets, at Ferryhill Station, where it could be wired into one of the new commando units, and secured in the shrub bed, to the lighting column. Ground staff would be able to do this at no extra cost to the Council.

As the Events & Community Engagement Sub-Committee did not have the delegated authority for the Christmas Lights Budget, and with a lack of time until the lights would need to be installed, Members agreed that there was insufficient time for a report to be considered by Town Council, but agreed with the Acting Town Clerk's suggestion that arrangements regarding the Christmas Lights instead be considered at the next Policy and Resources Committee on 6th November.

Members also agreed that the budget for Christmas Lights needed to be increased to a more realistic figure, and that authority for the Christmas Lights Budget should be delegated to the Events & Community Engagement Sub-Committee.

It was **Recommended** that:

- Subject to approval at the next Policy and Resources Committee on 6th November that new Christmas Lights be installed in the Town Centre, at an annual cost for three years of £8,181.66, and that commando units and timers be installed on 13 lighting columns in the three corridors of Ferryhill Station, Dean Bank and The Broom, at a cost of £4,790.20. This would enable the Council's old lights to be installed throughout the corridors, and to enable the old Christmas Tree to be installed next to the Ladies Toilets at Ferryhill Station;
- Subject to approval the Christmas Lights Budget is delegated to the Events & Community Engagement Sub-Committee, and the Terms of Reference for the Sub-Committee be amended to reflect this;
- Subject to the budgetary process and formal approval by Town Council, that the Christmas Lights Budget is increased to £10,000 next year.

ECE80.19-20 FORTHCOMING EVENTS

The Events & Projects Officer presented her report updating Members on arrangements relating to this years Fireworks Display, Remembrance arrangements and Christmas Fayre. All arrangements were in place and road closures and safety advisory group approval had been received as appropriate.

It was **Recommended** that:

- Only staff be permitted free tickets for this years Fireworks Display;
- Three prices are obtained for next years larger events, and events requiring road closures and safety advisory group approval.

ECE81.19-20 DRAFT PROGRAMME OF EVENTS FOR 2020-2021

Members discussed the Draft Annual Programme of Events for 2020-2021 and agreed that although final figures for this years events would not be known until the end of the year, the Budget for Events needed to be increased substantially next

year. The Acting Town Clerk indicated that a £30,000 budget for Events would not be unrealistic.

It was **Recommended** that:

- Subject to the budgetary process, and formal approval by Town Council, that the Budget for Events be increased to £30,000 in 2020-2021.

With no further business to discuss the Chair officially closed the Meeting at 7.00pm

CERTIFIED AS A TRUE RECORD

CHAIR.....

DATE.....