

Minutes of the meeting of the **EVENTS & COMMUNITY ENGAGEMENT SUB COMMITTEE** held in the Council Chamber, Town Hall, Ferryhill, on **THURSDAY, 5TH DECEMBER 2019**.

PRESENT: Councillor: **D. Farry** (Chair)
Councillors: J Cansella; N Jones;
Officials: K Younghusband, Events and Projects Officer;

ECE82.19-20 APOLOGIES FOR ABSENCE

Apologies had been received from:

Councillor K Conroy

Councillor C Woods

Councillor K Graham

M Gray

ECE83.19-20 MEMBERS DISPENSATION

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

ECE84.19-20 DECLARATIONS OF INTEREST

No declarations of interest had been received.

ECE85.19-20 PUBLIC PARTICIPATION

No members of the public were present

ECE86.19-20 MINUTES

The Minutes of the following Meeting were agreed as a true and accurate record.

Events & Community Engagement Sub-Committee - 23rd October 2019

ECE87.19-20 REVIEW OF RECENT EVENTS

The Events & Projects Officer gave an overview of the recent events organised by the Town Council.

Fireworks Display

Despite the atrocious weather conditions 1,526 people had attended the Fireworks Event at Dean Bank Recreation Park. Feedback from the event had been extremely positive.

Due to the constant rain in the lead up, to the event, the ground was extremely wet. This meant that it had been difficult to manoeuvre vehicles on and off the football pitches, which had inevitably become very muddy. Efforts would be made next year to install rubber matting embedded with gravel in heavily used areas, such as at the entrance to the field, to minimise any damage being caused to the fields, and to assist with vehicle access. To assist with congestion at the entrance to the Park the Events & Projects Officer suggested that going forward consideration needed to be given to introducing a cut off time for entry to the event,

on the night. This would help prevent a build up of people at the gate near the start time of the event (i.e. No admittance after 6.30pm). It was also suggested that in the event of rain in future years, that a gazebo be situated at the entrance to the Park, for the purposes of selling tickets. Paperwork had turned to mush this year due to the heavy rain experienced on the night.

Councillor Cansella requested that the cost of the actual fireworks be looked into next year, to ensure that the Council were getting best value. The Events & Projects Officer would ensure that three quotations for this element of the event were sought.

Remembrance Sunday

Overall the event had run extremely smoothly, although concerns had been raised on the day regarding noise from passing vehicles along North Street, during the wreath laying ceremony at the cenotaph. For clarification Members were advised that North Street had never been closed in previous years during the wreath laying ceremony. The road closure on North Street was only ever in force until the parade had safely arrived in the Market Place Car Park. It had been suggested on Social Media that Stanley Events should have closed this road on the day to minimise noise from passing traffic. With no road closure in force, the Company could not be expected to do so. No complaints had been received officially at the Town Hall about the reopening of North Street in previous years however, in light of this years comments, the possibility of having a longer road closure in place for North Street, on Remembrance Sunday, to cover the duration of the wreath laying ceremony, in future years, and to eliminate the disruption of noise from passing traffic, would be investigated. The implications could mean that a traffic diversion would be required in future years. This and any additional costs associated with extra traffic management would be determined in due course.

Members were informed that legally road closures must be managed by traffic management trained officers. Ferryhill Town Council staff were not qualified to provide traffic management, and therefore this year quotations had been sought from more than one supplier, to provide traffic management at all Town Council organised events requiring road closures. Stanley Events had provided the cheapest quotation, and were therefore awarded the contract.

Christmas Fayre

The event had proved hugely popular with no incidents or concerns having been reported. The Craft Fayre, Market, Santa's Grotto, Donkey Rides, Face painter and Craft Activities had all been kept extremely busy.

Synchronising the lights for the switch on was always difficult, as some lights were on Town Council timers, some were switched on manually, and some were wired into DCC lighting columns.

The Events & Projects Officer reported that she would be looking to source quotations for traffic management for next years events requiring road closures, together with traffic management, and event support for the Council's larger events, early in the New Year, once the Events Budget, and Programme for next years events had been agreed. The possibility of traffic management training for staff would also be looked at, which going forward could help reduce traffic management costs at individual events.

The Chair expressed his thanks to everyone involved in organising a successful programme of events for the year, and for generating such a high level of funding to enable the cost to the Town Council, to deliver those events, to be greatly reduced.

It was **Recommended** that:

- A guard be manufactured to be placed around the cenotaph in the Town Hall garden, to ensure that the poppy wreaths did not blow away in future;
- The Remembrance Contacts List be brought to a future Events Sub-Committee for consideration and amendment;
- Options for having a longer road closure in place on North Street during the wreath laying ceremony, on Remembrance Sunday be investigated;
- Quotations/tenders be sought for traffic management relating to next years events requiring road closures, together with traffic management, and event management for the Council's larger events, with potential for staff to be trained in traffic management;
- The Town Band be asked to play in the Town Hall garden, after the official lights switch on, at next years Christmas Fayre.

ECE88.19-20 REVIEW OF EVENTS BUDGET 2019-2020

The Events & Projects Officer provided Members with a final update regarding income and expenditure relating to the Council's Programme of Events for 2019 – 2020. With all events now being complete for the year, a Balance Sheet had been produced showing the costs associated with each individual event, and any income generated. There had been a total expenditure during the year of £35,933.45. In addition to the original Events Budget of £16,200 income totalling £24,362.80 had been generated throughout the year, which meant that in total an amount of £40,562.80 had been available to spend on the Council's Events Programme. Final figures showed an underspend of £4,629.35 for the year, which it was proposed be carried over to next years Events Budget. Figures quoted did not include traffic management costs for the year (£2,344.00), which it had been agreed would come out of the Town Council's Unallocated Reserves.

It was **Recommended** that:

- The underspend of £4,629.35 from the 2019-2020 Events Budget be carried over, and form part of the Events Budget for 2020-2021

ECE89.19-20 CONSIDER DRAFT PROGRAMME OF EVENTS FOR 2020-2021

Members agreed to defer agreeing the Draft Programme of Events until the level of the Events Budget for 2020-2021 had been agreed by Town Council.

It was **Recommended** that:

the Draft Programme of Events be deferred to the next meeting upon which time, the level of the Events Budget for 2020-2021 would have been agreed by Town Council.

ECE90.19-20 UPDATE ON CHRISTMAS LIGHTS PROVISION 2019

The Events & Projects Officer reported that feedback on the Town’s new lights had been extremely positive. Unfortunately, a combination of issues with the old Xmas tree had meant that it could not be erected next to the Station Toilets, as had been planned for this year, but that this would be rectified in time for next year.

There had been a number of additional costs associated with installing the new Christmas lights this year, which meant that the total cost for the Town’s Lights were likely to reach £16,000. As these were predominantly one-off costs a £10,000 budget for Christmas Lights would therefore still be realistic going forward.

It was **Recommended** that:

- the old Christmas tree be repaired as soon as possible, and plans put in place to have it installed next to the public toilets at Ferryhill Station next year.

With no further business to discuss the Chair officially closed the Meeting at 7.30pm

CERTIFIED AS A TRUE RECORD

CHAIR.....

DATE.....