

Minutes of the meeting of the **EVENTS MANAGEMENT SUB COMMITTEE** held in the Council Chamber, Town Hall, Ferryhill, on **MONDAY, 9th JULY 2018**.

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

Councillors: J. Cansella; K. Graham; N. Jones; C. Atkinson; C. Woods

Officials: D. Snowball, Town Clerk
K. Younghusband, Grants and Projects Officer

EM01.18-19 APPOINTMENT OF CHAIRMAN

As this was the first meeting of the Committee, the Vice Chairman of the Council, Councillor D. Farry, took the Chair for the election of Chairman.

It was proposed by Councillor N. Jones and seconded by Councillor K. Graham that Councillor D. Farry is nominated for the position of Chairman. There being no other nominations, it was;

RESOLVED; that Councillor D. Farry be appointed Chairman of the Events Management Sub-Committee for the municipal year 2018/19.

EM02.18-19 APPOINTMENT OF VICE-CHAIRMAN

It was proposed by Councillor D. Farry and seconded by Councillor N. Jones that Councillor J. Cansella be nominated for the position of Vice Chairman. There being no other nominations, it was;

RESOLVED; that Councillor J. Cansella be appointed Vice Chairman of the Events Management Sub-Committee for the municipal year 2018/19.

EM03.18-19 APOLOGIES FOR ABSENCE

No apologies for absence had been received.

EM04.18-19 MEMBERS DISPENSATION

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

EM05.18-19 DECLARATIONS OF INTEREST

No declarations of interest had been received.

EM06.18-19 PUBLIC PARTICIPATION

There were six members of the public present but no questions were raised.

EM07.18-19 DRAFT TERMS OF REFERENCE FOR THE EVENTS MANAGEMENT SUB-COMMITTEE

The Grants and Projects Officer had submitted a report enclosing Draft Terms of Reference for the Events Management Sub-Committee.

Members attention was drawn to the Delegated Powers section of the Terms of Reference and specifically how Events being organised in the future could be funded. The Grants and Projects Officer would apply for external grant funding

where possible but it was agreed that Council also needed to allocate a Budget for its Annual Programme of Events.

Councillor Farry suggested that £15,000 per year could be set aside under its own Budget heading for the group. This money could be used either as match funding for Capital items, or as revenue funding for Events. Councillor C. Atkinson commented that without knowing what events were planned it was difficult to come up with a figure and queried whether the whole £15,000 would be taken out of the Council's reserves. A discussion took place and Members agreed that £15,000 was an appropriate amount for a yearly Programme of Events. Councillor J. Cansella commented that formal approval would need to be obtained from full Town Council. The Grants and Project Officer agreed to produce a report for the Town Council meeting on 18th July.

Councillor D. Farry asked if anyone had any other issues regarding the Terms of Reference. Councillor J. Cansella queried point three where it referred to the 'Town Clerk or agreed Officer.' Councillor D. Farry and Councillor J. Cansella both thought that at the last Town Council meeting it had been agreed that the agreed Officer would be the Grants & Projects Officer. The Town Clerk and Grants & Projects Officer were not sure and thought that it had only been agreed that the Grants & Projects Officer produce the Terms of Reference for the group.

The Clerk suggested to Members that responsibility for clerking the Events Management Sub-Committee should sit with the Events Officer. Councillor D. Farry commented that there wouldn't be an Events Officer as such and recommended that the Grants & Projects Officer should be the nominated officer for the Sub-Committee, supported by the Receptions and Communications Officer as required. Councillor C. Atkinson suggested that the Town Clerk should still be in attendance at the meeting.

Councillor J. Cansella proposed that the Grants & Projects Officer be the delegated officer for the Events Management Sub-Committee supported by the Reception & Communications Officer as required. The proposal was seconded by councillor N. Jones.

The vote was:	For	4
	Against	2
	Abstentions	0

RESOLVED – that it be recommended:-

- That the Grants and Projects Officer is the delegated officer for the Events Management Sub-Committee supported by the Reception & Communications Officer as required.
- That the Draft Terms of Reference for the Events Management Sub-Committee be taken to Town Council on 18th July for final approval with the amendment of the delegated Officer responsible for the Sub-Committee.

EM08.18-19 PROJECTS, EVENTS & INITIATIVES PROPOSED FOR FERRYHILL

Councillor D. Farry informed the meeting that all Members had been asked to submit ideas on potential events and projects with a view to the Council progressing them as appropriate. A list had been produced for consideration. It was agreed that some suggestions would be achievable and some would not.

Lengthy and detailed discussions took place regarding each proposal and it was agreed that as per the groups Terms of Reference, that £15,000 be allocated from the Council's Budget in future years for an Annual programme of Events. Members also agreed the following:

- That a Fireworks/Pyrotechnics Event and Christmas Event be prioritised by the Town Council for the existing financial year (2018/2019) with the Grants & Projects Officer investigating potential avenues for external grant funding;
- That inclusive play equipment be prioritised in Council owned parks where possible in the future;
- That the Grants & Projects Officer in liaison with the Town Clerk prioritise the list of suggested projects and events, reporting back to the next meeting of the Events Management Sub-Committee;
- That once the Events Management Sub-Committee had approved the list of prioritised events and projects that the list be brought to Town Council for consideration;
- That the Town's Christmas Lights provision be reviewed with lights eventually being extended to other parts of the Town. As funds were limited in the budget for this year, and with some of the old lights being in need of repairs, it was agreed that for this year the Grants & Projects Officer start by liaising with the Works Manager to obtain prices for erecting an additional Christmas Tree with lighting, to be situated at the Surtees Doorstep Green at Ferryhill Station.

RESOLVED – that it be recommended:-

THAT:

- a) in future years £15,000 be allocated from the Council's Budget for an Annual programme of Events;
- b) a Fireworks/Pyrotechnics Event and Christmas Event be prioritised by the Town Council for the existing financial year (2018/2019) with the Grants & Projects Officer investigating potential avenues for external grant funding;
- c) that inclusive play equipment be prioritised in Council owned parks in the future;
- d) the Grants & Projects Officer in liaison with the Town Clerk prioritise the list of suggested projects and events, reporting back to the next meeting of the Events Management Sub-Committee;
- e) once the Events Management Sub-Committee had approved the list of prioritised events and projects that the list be presented to Town Council for consideration.
- f) the Town's Christmas Lights provision be reviewed with lights eventually being extended to other parts of the Town. With funds limited it was agreed that the Grants & Projects Officer liaise with the Works Manager to obtain prices for erecting additional Christmas Trees around the Town potentially commencing with one at the Surtees Doorstep Green.

With time approaching 9pm the Grants & Projects Officer informed the group that she needed to leave the meeting. Members agreed to close the meeting and it was agreed that the Grants & Projects Officer call another meeting of the group quite soon.

CERTIFIED AS A TRUE RECORD

CHAIR.....

DATE.....