

Minutes of the meeting of the **EVENTS MANAGEMENT SUB COMMITTEE** held in the Council Chamber, Town Hall, Ferryhill, on **WEDNESDAY, 5th SEPTEMBER 2018**.

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

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

Officials: K. Younghusband, Grants and Projects Officer
N. Rees, Reception & Communications Officer

EM15.18-19 APOLOGIES FOR ABSENCE

No apologies had been received.

EM16.18-19 MEMBERS DISPENSATION

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

EM17.18-19 DECLARATIONS OF INTEREST

No declarations of interest had been received.

EM18.18-19 PUBLIC PARTICIPATION

No Members of the Public were present at the Meeting.

EM19.18-19 MINUTES

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

Events Management Sub-Committee - 15th August 2018

At this point in the Meeting it was agreed to discuss Agenda Items 6 and 10 together at the end of the meeting.

EM20.18-19 SPECIALIST MARKETS

The Reception and Communications Officer presented her report and offered suggestions regarding ways in which to improve the existing Friday Market and ideas for holding Specialist Markets in the Town.

The main problem encountered in organising Specialist Markets was in obtaining contacts for stallholders. The new Data Protection Regulations meant that event organisers were no longer permitted to share contacts lists.

It was RECOMMENDED that:

- a. The Reception & Communications Officer advertise the Friday Market in specialist Market Trader Magazines offering two weeks free rent for new traders, as an incentive to improve the existing Friday Market;
- b. A Christmas Market be organised in the Market Place Car Park as part of this years Annual Christmas Fayre celebrations with local traders being contacted to see if they would like to occupy a stall;
- c. Three Specialist Markets be organised during 2019/2020, preferably on a Saturday, and where possible that they form part of Events

already taking place in the Town i.e. The Vintage Rally or Summer Gala and the Christmas Fayre and that a low rent be charged to stallholders to encourage wider attendance i.e. £15.

- d. In conjunction with Members of this Sub-Committee the Reception & Communications Officer continues to investigate Specialist Markets and specifically identify contacts for those Markets, with a view to presenting an update report to this Sub-Committee in December.

EM21.18-19 FEASIBILITY STUDY COSTS FOR POTENTIAL SKATEPARK PROJECT AT THE KING GEORGE V PLAYING FIELD

The Grants & Projects Officer presented her report. Three companies had been approached to submit prices for carrying out a Feasibility Study, to determine whether or not demand for a Skatepark in the Town was still high, and if so what equipment enthusiasts would like to see built. Two Companies had responded.

It was RECOMMENDED that:

- a. Leeming Associates be appointed to carry out a Feasibility Study with funds to cover the costs associated with it coming from reserves;
- b. As per the July Town Council Meeting the Grants & Projects Officer together with Councillor Roddam assist with any consultation carried out at FBEC;
- c. That if more inventive ways were required to gauge the views of older skate enthusiasts that the Grants & Projects Officer investigates the cost of employing the services of a professional company to provide temporary skate equipment, to engage a wider audience and consequently gain additional views.

EM22.18-19 UPDATE REPORT ON FIREWORKS/PYROTECHNICS DISPLAY, CHRISTMAS EVENT AND CHRISTMAS LIGHTING PROVISION

The Grants & Projects Officer presented her report taking each event/item in turn.

a. Fireworks/Pyrotechnics

The Grants & Projects Officer confirmed that all arrangements for the Fireworks/Pyrotechnics Display had been agreed with Stanley Events. The event would take place on Monday, 5th November at Dean Bank Park.

It was expected that the total cost of the event would be £9,234. This would be raised through a combination of external funding, a contribution from Ferryhill Town Council and monies raised through fees charged to show rides and catering vehicles attending the event.

Entry to the event would be Free of Charge and available to residents of Ferryhill only. Tickets would be issued for the event and would be available from the Town Hall, where residents would have to prove their residency in the Town. A limited number of tickets would also be available on the gates on the night.

The event would be on a 'No Parking' basis. Parking permits would be issued to members of the public residing in the streets in closest proximity to the Park with Marshalls positioned to help ensure that residents would be able to park outside of their homes with minimum disruption.

Arrangements would be made for disabled residents attending the event although these would need to be made at the Town Hall prior to the day of the event.

Show rides and catering vehicles would be positioned on the car park inside the Park with fireworks being set off on one of the football pitches and residents standing on the other pitch and behind a barrier. A small stage would be erected for a compere to make announcements from. Porta-loos would be in use near to the show rides, with toilets in the Football Pavilion also being open for use throughout the duration of the event.

The gate to the A167 would remain locked so that everyone attending would need to come through the main gate where Marshalls would also be situated.

b. Annual Christmas Fayre

Preparations for the 2018 Annual Christmas Fayre were only in their infancy however Road Closure Applications and Safety Advisory Group forms had been submitted to the Local Authority. The event would comprise a Craft Fayre in St. Luke's Parish Hall, Christmas Market in the Market Place, a procession from the Church to the Market Pace Car Park for carol singing, a performance by the Town Band in the Town Hall gardens (subject to availability), show rides, refreshment vehicles, Santa's grotto and a winter wonderland organised by FBEC and the official switch on of the Town's Christmas Lights. Efforts would be made to organise some form of entertainment at the Manor House as the Town Band already had a booking for later that evening.

c. Town's Christmas Lights

It was agreed that due to the short timescales and complexities involved with installing an artificial tree at the Surtees Doorstep Green, that a real tree be located at the Doorstep Green this year. It was also agreed that any monies allocated in this years Christmas Lights budget, that were not spent, be rolled over into next years Christmas Lights Budget, so that more significant improvements could be made to next years Christmas Lights.

It was RECOMMENDED that:

- a. The Grants & Projects Officer continues to liaise with Stanley Events to finalise plans for the Fireworks/Pyrotechnics Event;
- b. That Collection Buckets be used to raise monies for the Mayors Charity at the Fireworks/Pyrotechnics Event;
- c. The Grants & Projects Officer and Reception & Communications Officer continue to progress plans for this years Annual Christmas Fayre providing the Committee with updates as and when appropriate;
- d. A real tree be installed at the Surtees Doorstep Green this year;
- e. That any savings made by not spending the Christmas Lights budget this year be rolled over into next year so that next years budget is large enough to improve next years Christmas lights significantly;
- f. The Works Manager produces a report for this committee to consider in December, with an inventory of what Christmas lights the Town Council currently own and with options for providing new Christmas lighting in the Town next year, with a view to placing an order in April/May 2019.

EM23.18-19 EXISTING ANNUAL PROGRAMME OF EVENTS 2018/19 (AGENDA ITEM 6) & PROPOSED PROJECTS, EVENTS & INITIATIVES LIST (AGENDA ITEM 10)

The Grants & Projects Officer presented her report.

Members discussed and agreed each individual event listed at Agenda Item 6 agreeing which of the existing events should be held again next year (2019/2020).

Members also agreed which newly proposed events listed at Agenda Item 10 should be organised during 2019/2020.

With regards to children's entertainment held in the Library during school holidays, the cost of organising the entertainment was considered high in terms of the number of people actually attending and benefitting from sessions.

It was proposed by Councillor Farry and seconded by Councillor Cansella that from this point forward the Town Council cease organising children's entertainment in the Library during School Holidays, putting the money to better use for alternative events. A named vote was requested.

For	-	Councillor Cansella	Against	-	Councillor Atkinson
	-	Councillor Farry		-	Councillor Woods
	-	Councillor Graham			
	-	Councillor Jones			

It was RECOMMENDED that:

- a. The organising of children's entertainment in the Library during School holidays cease with immediate effect and the money be put to better use for alternative events, and that the Grants & Projects Officer writes to DCC to ask if it would take on the organising of children's entertainment in the Library during school holidays;
- b. The following events are organised during 2019/2020:
 - Annual Town Meeting;
 - Vintage Rally – with the possibility of extending to include either Custom Cars, a Specialist Market, Colour Run and/or Auto-jumble with possibility of setting up a partnership agreement in future through the Community Engagement Sub-Committee. An initial meeting with the Organisers to be set up;
 - Armed Forces Day – to be held on the official date (29th June in 2018) and extended to include more activities;
 - Miners Gala Parades – possibility of working in partnership to organise children from local schools to make banners, and parade behind the Miners Banner Parade;
 - Senior Citizens Trip;
 - Turners Funfair in Market Place Car Park to be extended to include a Summer Gala* with the potential to include a Specialist Market;
 - Art & Photography Exhibition – to include weekend of the Summer Fayre/Funfair*;

- Presentation/Awards Ceremony - to include Civic Awards (criteria to be revisited by this Sub-Committee), Art & Photography (links to be made with Friendship through Art and FBEC etc. to try and expand), FBECs 'Pupil of the Year, if possible,' and Ferryhill in Bloom Winners with the Works Manager exploring the potential to develop a larger Horticultural Show in the future. The Works Manager to produce a report for the December Meeting of this Sub-Committee;
 - Remembrance Sunday (Committees & Civic Administrator to ensure Town Clerk & Mayor invited to pre-event meeting);
 - Christmas Fayre;
 - Mayors Carol Service;
 - Fireworks/Pyrotechnics Display;
 - Ferryfest – to be held at Dean Bank Park preferably at the end of July making sure that it does not clash with other similar events happening in the area. That the Ferryfest Committee be re-invented, feeding into this Committee as and when appropriate;
 - 3 x Specialist Markets be held during the year, where possible to be held on a Saturday and in conjunction with events already being organised;
- c. Because it is the Centenary year that the Town Council takes part in 'The Battle's Over' event which is happening around the Country, and will involve the lighting of a Beacon at 7pm on the evening of Remembrance Sunday with a short service held by the Vicar of St. Luke's Church in the Town Hall gardens.

CERTIFIED AS A TRUE RECORD

CHAIR.....

DATE.....