

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

**EM24.18-19 APOLOGIES FOR ABSENCE**

Councillor K Graham  
Councillor C Woods

**EM25.18-19 MEMBERS DISPENSATION**

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

**EM26.18-19 DECLARATIONS OF INTEREST**

No declarations of interest had been received.

**EM27.18-19 PUBLIC PARTICIPATION**

No Members of the Public were present at the Meeting.

**EM28.18-19 MINUTES**

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

Events Management Sub-Committee - 5<sup>th</sup> September 2018

**EM29.18-19 FINAL UPDATE REPORT ON FIREWORKS/PYROTECHNICS DISPLAY**

Members received the Report produced by the Grants & Projects Officer.

Carl Marshall from Stanley Events was in attendance to provide a final update report on arrangements for the Fireworks Display.

Reaction Fireworks, an International Company, who had won several awards for their displays would be providing a 15 minute choreographed fireworks display to music, with a Superheroes theme. Almost half of the budget for the Event would be spent on the actual fireworks themselves. After the cost of the fireworks the remaining budget would be spent on Marshalls/Stewards and Traffic Management for the Event to ensure residents safety. Professional company Hatton Traffic Management would be managing parking around the site. Parking Permits were being delivered to residents living in closest proximity to the Park to alleviate parking problems and Kwik Cabs were providing a free shuttle from the Town Centre to and from the event.

Four First Aiders and a paramedic would be on site during the Event and a full medical plan would be in place. A Noise Management Plan would also be carried out throughout the duration of the Event to monitor noise readings. This would ensure that if any complaints were received the Town Council could satisfactorily report that the event was within the permitted noise levels. A Risk Assessment would also be carried out as a matter of course and to comply with anti-terrorism measures bag searches would be taking place. Durham County Council's Safety Advisory Group had signed the event off. A variety of Catering Vehicles would be attending including Burger Vans, Pizza Vans, Sweets Vans etc. There would be smaller children's rides, a face-painter and a balloon modeller/crowd magician at the event. In tying in with the Superheroes theme there would also be a Spiderman and Bat Man

characters who welcome having their photos taken with members of the public.

Amplified music would be played from a covered 24ft x 12ft stage. A sound and light crew would be in attendance and tower lighting would be provided. The fireworks would be set off from behind the stage to provide an aerial display. The Mayor would officially open the event and award prizes for the winners of the fancy dress competition.

Gates would be ready to open from 5pm and Traffic Stewards would be around the streets from 3pm.

It was **Recommended** that:

- a) A de-brief be held following the Fireworks Display to determine how the event could be improved in future years.

**EM30.18-19 ANNUAL CHRISTMAS FAYRE ARRANGEMENTS**

Members received the Report produced by the Grants & Projects Officer.

**EM31.18-19 FORTHCOMING EVENTS**

The Grants & Projects Officer presented her Report.

Councillor Atkinson was concerned that all financial decisions weren't being reported to Town Council. Councillor Farry clarified that the Events Sub-Committee had been given delegated powers and a budget to be able to progress organising the Council's Events Programme. Although not reported to Town Council, all decisions would be reported to the parent Committee, Community Services, as had been agreed by Town Council.

It was **Recommended** that:

- a) Any underspent monies allocated to the Council's Events taking place in 2018/2019 is rolled over into the Events Budget for 2019/2020;
- b) The Grants & Projects Officer continues to progress arrangements for the various upcoming events, providing regular updates to the new Events and Community Engagement Sub-Committee;
- c) The Grants & Projects Officer liaises with the Ferryfest Working Group to explore options for appointing a professional Events Management Company to run the Ferryfest Event;
- d) The Works Manager presents a report regarding Ferryhill in Bloom Arrangements for 2019/2020, to the December meeting of the new Events and Community Engagement Sub-Committee;
- e) A list of Organisations routinely invited to take part in the Annual Town Meeting is brought to the new Events and Community Engagement Sub-Committee for consideration, with a view to expanding the invitation list.

**CERTIFIED AS A TRUE RECORD**

**CHAIR**.....

**DATE**.....