

Minutes of the meeting of the **EVENTS & COMMUNITY ENGAGEMENT SUB COMMITTEE** held in the Council Chamber, Town Hall, Ferryhill, on **WEDNESDAY, 27th MARCH 2019.**

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

Councillors: C Atkinson; K Conroy; K. Graham; N. Jones; R. Smith; M. Walton;
C Woods;

Officials: K. Younghusband, Events and Projects Officer;

ECE31.18-19 APOLOGIES FOR ABSENCE

Apologies had been received from:

Councillor J. Cansella
Councillor L. Smith
M Gray, Livin

ECE32.18-19 MEMBERS DISPENSATION

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

ECE33.18-19 DECLARATIONS OF INTEREST

No declarations of interest had been received.

ECE34.18-19 PUBLIC PARTICIPATION

No members of the public were present

ECE35.18-19 MINUTES

The Minutes of the following Meeting were agreed as a true and accurate record:
Events & Community Engagement Sub-Committee - 13th February 2019

ECE36.18-19 TRAFFIC MANAGEMENT QUOTATIONS FOR EVENTS

The Events & Projects Officer presented her report and explained that the difference in prices between the two companies, who had submitted quotations for the work, was down to the number of marshalls being provided. The Companies had both been issued with the same paperwork and plans but it was up to each Company to ascertain how many marshalls would be required for each event based on their experience.

Members discussed the two quotations and agreed to award the Miners Banner Parades to Company B and; the Summer Gala, Remembrance Sunday and Christmas Fayre to Company A. If the Companies refused to split the events then all contracts would be awarded to Company A.

It was **Recommended** that:

- (a) The Miners Banner Parades be awarded to Company B and; the Summer Gala, Remembrance Sunday and Christmas Fayre events be awarded to Company A. If the Companies refused to split the events then all contracts would be awarded to Company A;
- (b) Monies to cover the cost of the Traffic Management arrangements be taken from the Town Council's unallocated reserves.

ECE37.18-19 EQUIPMENT FOR EVENTS QUOTATIONS

The Events & Projects Officer presented her report. The prices for the tables and chairs had been obtained from companies on Amazon and seemed to change daily. It was agreed that the best deal possible be sought for purchasing 12 tables and 24 chairs, which would definitely be required for events like the Summer Gala going forward.

Members deliberated whether to purchase gazebos, a marquee or opt for market stalls. It was agreed not to purchase a marquee and instead to purchase a combination of two gazebos and market stalls up to the value of £3,200.

It was **Recommended** that:

- (a) The Events & Projects Officer obtain the best deal possible for purchasing 12 tables and 24 chairs;
- (b) The Events & Projects Officer purchase a combination of 2 gazebos and market stalls up to the value of £3,200;
- (c) Monies to cover the cost of purchasing tables, chairs, gazebos and market stalls be taken from the Town Council's unallocated reserves.

ECE38.18-19 UPDATE ON FORTHCOMING EVENTS

The Events & Projects Officer presented her report taking each event in turn.

Annual Town Meeting – 6pm Thursday, 9th May 2019

8 organisations/groups had confirmed that they would be delivering a presentation at the Annual Town Meeting and 7 organisations/groups had confirmed that they would be providing displays.

The Events & Projects Officer had also spoken with Chance Drama to invite them to perform at the Annual Town Meeting. Their attendance was still to be confirmed.

Members agreed to book St. Luke's for the Annual Town Meeting depending upon availability. If St. Luke's wasn't free then Dean Bank Literary Institute would be looked at as an alternative venue.

At this point in the Meeting Councillor Graham entered the room (7.20pm).

Armed Forces Day – 9.30am – 2.00pm Saturday, 29th June 2019

The Vicar and Curates from St. Luke's Church had confirmed that they would not be available to deliver a sermon at the event. The Methodist Church had confirmed that Rev Janet Titterton would be able to attend instead.

The Events & Projects Officer confirmed that half of the Market Place Car Park would be cordoned off for the event, and that bugler Garry Suggett would be in attendance. As well as playing the bugle after the service he would also be holding a stall to raise money for charity. A face painter had been booked for the event and was going to encourage people to have their faces painted using a military theme. Face painting would be free of charge. Local youth groups such as the Scouts had been invited to attend the event and hold stalls however these were still to be confirmed. Similarly it was hoped that a military vehicle would be available for the event.

Ferryfest

The Events & Projects Officer explained that efforts were now being ploughed into promoting the Ferryfest event. Costs had been sought for placing a copy of the poster in the four newsletters: The Ferryhill & Chilton Chapter, The Shildon Crier, Spennymoor News and Bishop Auckland News. Although, at £768 it seemed quite a lot of money to spend on publicity, the Newsletters would actually reach 33,500 households (100,000 people). A comparative price from the Post Office had indicated that it would cost £600 just to deliver a poster to 8000 households. Members agreed that the Poster should be placed in the 4 newsletters.

The Events & Projects Officer had looked into the possibility of placing fixed notice signs advertising the event at prominent locations such as at the bottom of Durham Road, Rushyford Roundabout and Sedgefield Racecourse Roundabout. Having been around the houses with Durham County Council approval had still not been granted and it was likely that this type of advertising would end up being costly. It was agreed that the Events & Projects Officer speak to Carl Marshall who would be managing the event, but who was also a County Councillor to determine the best way forward regarding this type of advertising.

The Events & Projects Officer reported that she had been asked on numerous occasions whether there would be any paper tickets available for the event. In order to generate sales it was agreed that the Town Hall be open from 11am – 4pm on Saturday, 27th April to enable residents one chance only to purchase Earlybird paper tickets. Names and addresses would need to be obtained in case the event had to be cancelled for any reason and refunds issued.

The Events & Projects Officer suggested that in the event that tickets didn't sell as well as expected a decision would need to be made at some stage over whether to cancel the event. Regardless of cancellation, the bands would require full payment of £15,000. A conversation would be held with Stanley Events to determine if the same applied to them for their services.

Councillor Conroy asked if prices on the gate would go up as was the case with other similar events in the area. The Events & Projects Officer confirmed that if there was capacity for people to pay at the gate that she had no intention of putting the ticket prices up. At this stage no advertising had been carried out to suggest that payment on the gate would be permitted. This was in case all tickets for the event did sell in which case the venue would be at full capacity.

Councillor Conroy recommended that a Financial Risk Assessment should be carried out for the event and on similar large scale events. Councillor Farry commented that it was impossible to carry this out now that preparations were already underway. Councillor Woods requested that going forward a Financial Risk Assessment should be carried out, especially for the larger events. Members agreed that going forward this needed to be done.

The Grants & Projects Officer ran through the expenditure incurred on Ferryfest to date (£7,500 on the bands and £461.00 on publicity). Councillor Atkinson commented that she had already requested that the Council's Accountant create separate budget headings for each event but to date she had not seen anything to this effect.

Councillor Farry commented that any Councillor wanting to create separate budget headings should submit a Motion to the Town Council. Councillor Conroy commented that all Councillors had a right to approach the Accountant and request details of expenditure incurred on any item, and requested that details of all income and expenditure be brought to Meetings in future. The Events &

Projects Officer agreed to bring an up to date spreadsheet of income and expenditure to future meetings of the Sub-Committee.

Surtees Doorstep Green Nature Trail Easter Egg Hunt

The Events & Projects Officer reported that a small event had been organised to take place at the Surtees Doorstep Green to celebrate the installation of the new play equipment.

The Play Company, Proludic had provided a free orienteering pack which would be ideal to use for the event. Children would be given a sheet containing animals and would be invited to find the corresponding animal hidden around the site. Every child who found all 12 animals would win an Easter Egg. It was suggested that small Easter eggs could also be hidden around the site for children to find and keep. The Events & Projects Officer would look into this. Free face painting would be provided as part of the event as well as free juice. The first 10 children completing the Hunt would win an extra goody bag.

Other Events

The Events and Projects Officer reported that she had started making initial arrangements for some of the other forthcoming events such as the Summer Gala, Art & Photography Exhibition, Ferryhill in Bloom and Civic Awards, and that some activities had already been booked. A full update would be brought to a future meeting of the Sub-Committee.

It was **Recommended** that:

- (a) Depending upon availability, St. Luke's Parish Hall be booked for the Annual Town Meeting with Dean Bank Literary Institute being pursued as an alternative venue if required;
- (b) The Poster for the Ferryfest event be placed in the 4 newsletters: The Ferryhill & Chilton Chapter, The Shildon Crier, Spennymoor News and Bishop Auckland News;
- (c) The Events & Projects Officer speak to Stanley Events who would be managing the Ferryfest event to determine the best way forward regarding fixed notice advertising;
- (d) In order to generate ticket sales for Ferryfest that the Town Hall be open from 11am – 4pm on Saturday, 27th April to enable residents one chance only to purchase Earlybird paper tickets;
- (e) The Events & Projects Officer converse with Stanley Events to determine what expenses would need to be paid for their services for Ferryfest if the event were to be cancelled, and at what stage;
- (f) If there was capacity for Ferryfest tickets to be sold on the gates that the price of the tickets not be increased;
- (g) Going forward Financial Risk Assessments be carried out for future events;
- (h) The Events & Projects Officer bring an up to date spreadsheet of income and expenditure for the events to future meetings of the Sub-Committee.

ECE39.18-19 UPDATE ON PARTNERSHIP AGREEMENT

In the Town Clerk's absence Members agreed to put the Partnership Agreement on hold for the time being.

It was **Recommended** that:

- (a) The Partnership Agreement is placed on hold at the current time.

ECE40.18-19 TERMS OF REFERENCE FOR WEBSITE WORKING GROUP

In the event that the group was required to meet again in the future it was agreed to adopt the Terms of Reference produced by the Accountant, for the Website Working Group.

It was **Recommended** that:

- (a) The Terms of reference for the Website Working Group are approved and adopted.

ECE41.18-19 REQUEST TO HOST FUN FAIR 6TH – 8TH APRIL 2019

Members agreed to grant permission to Carnival Funfairs for use of the Market Place Car Park for the week ending 6th – 8th April 2019 to host a Spring Fun Fair. The Events & Projects Officer agreed to negotiate a fee (at least £500) with the Company for use of the Car Park. Members were informed that no hot food would be brought to the event as part of the Fair, to avoid interfering with local traders.

It was **Recommended** that:

- (a) Carnival Funfairs be granted use of the Market place car Park to host a Spring Fun Fair from 6th – 8th April 2019 and, the Events & Projects officer negotiate a fee with them for use of the Market Place Car Park.

CERTIFIED AS A TRUE RECORD

CHAIR.....

DATE.....