

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

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

Officials: K. Younghusband, Events and Projects Officer;
D. Shingleton, Accountant;
R. Seymour, Works Manager;

Other Organisations: M. Gray, Livin

ECE23.18-19 APOLOGIES FOR ABSENCE

Apologies had been received from:

Councillor L. Smith
Councillor R. Smith

ECE24.18-19 MEMBERS DISPENSATION

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

ECE25.18-19 DECLARATIONS OF INTEREST

No declarations of interest had been received.

ECE26.18-19 PUBLIC PARTICIPATION

No members of the public were present

ECE27.18-19 MINUTES

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

Events & Community Engagement Sub-Committee - 18th December 2018

ECE28.18-19 UPDATE ON COUNCIL WEBSITE

The Accountant was in attendance to provide an update on the Council's new website. CT-Web had been appointed to carry out the work. A template demonstrating how the website could look had been set up and circulated around Members for consideration. The idea was that the site be created in a way that was easy to use. Members agreed to set up a Working Party to progress the development of the website. The Accountant to draft Terms of Reference for the group.

It was **Recommended** that:

(a) A Working Group is set up comprising Councillor C. Atkinson, Councillor J. Cansella, Councillor K. Conroy, Councillor N. Jones and Accountant, D. Shingleton to progress the development of the Council's new website;

(b) The Accountant to draft Terms of Reference for the new Working Group.

ECE29.18-19 REVIEW OF CHRISTMAS LIGHTS PROVISION

The Works Manager was in attendance to discuss arrangements for the Town's Christmas Lighting provision for 2019.

It was **Recommended** that:

- (a) The priority areas for locating Christmas Lights in 2019 would be the Town Centre, and Dean Bank, Ferryhill Station and Broom corridors;
- (b) Existing Christmas lights be relocated into the corridors and that new lighting be sourced for the Town Centre, with the Works Manager organising for various Lighting Companies to provide presentations to the Events & Community Engagement Sub-Committee, providing options for both leasing and purchasing the new lights;
- (c) An attempt be made to secure sponsorship from local Traders for the new Christmas Lights;
- (d) A banner is made and placed on the front of the Town Hall during the Christmas Lights switch on which contains the logos/names of any sponsors.

EC30.18-19 UPDATE ON FORTHCOMING EVENTS

The Events & Projects officer was in attendance to present her report.

Councillor Farry asked that his appreciation to staff for all their hard work in organising the various Events be recorded in the Minutes.

It was **Recommended** that:

- (a) The Events & Projects Officer advertise on Social Media for additional Community Groups and Organisations to come forward and provide a presentation or display at the Annual Town Meeting in May;
- (b) That the Events & Projects Officer sends an invitation to Supportive for the Annual Town Meeting;
- (c) The Organisers of the Vintage Rally be permitted to have full use of the Bowls Pavilion at Mainsforth Sports Complex during this years event;
- (d) The Armed Forces Day event takes place in the Market Place Car Park on Saturday, 29th June 2019;
- (e) Tickets for Ferryfest be sold on-line only using NU Tickets;
- (f) Any further ideas for promoting the Ferryfest event be forwarded to the Events & Projects Officer by the end of February 2019 with the Events & Projects Officer pursuing as many avenues as possible to promote the event;
- (g) The Town Clerk draws up a new Partnership Agreement document, strengthening the original version to ensure it is mutually beneficial for both the Town Council and any partner organisation, and that the agreement specifically ensures maximum publicity is awarded to the Town Council for any joint ventures, and that the Agreement is presented to the next meeting of the Events & Community Engagement Sub-Committee;
- (h) The Town Clerk formalises existing photography services in a partnership agreement document (once the Partnership Agreement document has been approved), and that partnership agreements also be drawn up for the Miners

Banner Committee, ApproachToo and other organisation's which the Town Council routinely work in partnership with;

- (i) The Events & Projects Officer bring quotations for traffic management arrangements for all Town Council organised events requiring road closures to the next meeting of the Events & Community Engagement Sub-Committee;
- (j) Insurance for the Zombie Trikers Event is paid by Ferryhill Town Council;
- (k) The Events & Projects Officer obtains and presents quotations at the next meeting of the Events & Community Engagement Sub-committee, for replacing the marquees and gazebos which had been returned to the Ferryhill 2000 Committee. Quotations to include a price for purchasing the returned items in light of the fact that the 2000 Committee might be looking to sell them.

CERTIFIED AS A TRUE RECORD

CHAIR.....

DATE.....