

Events Committee

2 August 2023

Councillors present: Cornwall, French, Healy

Councillors not present: Coleman, Gardiner

In attendance: Town Clerk

A. ELECTION OF CHAIR

RESOLVED that:-

Cllr Cornwall be elected as Chair for the 2023/24 municipal year.

B. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Coleman

RESOLVED that:-

the apology be noted.

C. DECLARATIONS OF INTEREST

Cllr Cornwall declared an interest in matters relating to the Scouts.

RESOLVED that:-

the information be noted.

D. TO CONSIDER AND MAKE ARRANGEMENTS FOR FORTHCOMING EVENTS

(i) 1940s DAY 2023

(a) Timings

RESOLVED that:-

the event be open from noon until 1600 on 9 September 2023.

(b) Roast pig

It was noted that arrangements for a roast pig had been made.

(c) Vehicle parade

It was noted that the parade was self monitoring / enforcing and the Council's involvement was to produce a route and allow safe exit and reentry of vehicles. Cllr French undertook to contact Daryl for details.

(d) Musicians

It was noted that payment had been made last year for the sound system to be set up in "Havelock Square". RESOLVED that: the following bookings for roughly 45 minute slots be made if possible: Anne Marie (singer, two hours), Rosemary Wright (wandering accordion), Eleanor Mattley (singer), Alright Jack (saxophones).

(e) Stalls

RESOLVED that:-

- 1) the fees for stalls / pitches be £15, for rides etc. be £50, and other fees be determined on an as needed basis, paid by 01/09/23;
- 2) stallholders be encouraged to bring their own gazebos but Council-owned gazebos be made available to borrow where required at a pre-paid fee of £10 per unit while stocks last;

(f) Toilets

RESOLVED that:-

arrangements be made for four accessible toilets in two blocks adjacent to the vets and the Heritage Centre.

(h) HQ, refreshments, first aid

Cllr French reported that arrangements had been made for the First Responders to provide First Aid cover. RESOLVED that: the refreshment

area be located in "Havelock Square" as usual as determined by Cllr Cornwall.

(i) Newspapers / Posters / Flyers / Banners

It was noted that the newspapers produced for 2022 would be available for 2023.

RESOLVED that:-

- 1) six large banners be produced for roadside display.
- 2) posters be produced for display in shops, and a small number of A5 flyers for general advertising.

(j) Road closure

It was noted that the road closure for Station Road had been applied for. It was noted that the usual arrangements for the pillboxes from Albany Sheds would be anticipated. RESOLVED that:-

- 1) a road closure for the top part of Havelock Street be requested;
- 2) the required road closure letters be hand delivered by volunteers/ Councillors.

(k) Application / Entry forms

It was reported that the application and entry forms would go live on the Council's website and be sent to previously known participants.

(l) Brown tape

RESOLVED that:-

masking tape be obtained locally for use on windows.

(m) Raffle

RESOLVED that:-

no raffle be run this year.

(n) Marshalls

It was noted that volunteer Marshalls would be needed for road closure and safety.

(ii) GALA NIGHT 2023

The Town Clerk reported on the withdrawal of NNC from involvement with the decorations. It was noted that the date of the event was 1 December 2023.

(iii) REMEMBRANCE DAY 2023

(a) Parade

RESOLVED that:-

discussions take place later in the year with the organisers of the wreath laying to coordinate the event.

(b) Chain of office

It was noted that the Chain of office would be worn and may be in need of repair.

E. TO CONSIDER A PLAN TO MOVE EVENTS TO A COMMUNITY-BASED VENTURE.

Following a short discussion about the role of volunteers it was RESOLVED that:- members of the community be encouraged and the Chair make a call for assistance.

The meeting closed at 20:17

The next meeting will take place on Wednesday 23 August 2023 at 18:30 in the Council's offices.