

# SANDBACH TOWN COUNCIL

## EVENTS SUB-COMMITTEE

This meeting will be clerked by Ann. Please ensure that all apologies are made directly to the clerk of the meeting no later than 9am on the day of the meeting.

Agenda for the meeting to be held on Wednesday 18 July 2018 at 4.30pm in the Sandbach Literary Institution.

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**

To provide an opportunity for Members and Officers to declare pecuniary & non-pecuniary interests in relation to any item on the agenda.

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### **PUBLIC QUESTIONS**

The Chairman of the meeting will adjourn the meeting to allow questions from members of the public.

After the questions the Chairman will reconvene the meeting.

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3. **APPOINTMENT OF SUB-COMMITTEE CHAIR**
  4. **APPOINTMENT OF SUB-COMMITTEE VICE-CHAIR**
  5. **MINUTES OF THE MEETING HELD 4 APRIL 2018**
  6. **TERMS OF REFERENCE**

[Attached: Terms of Reference]

Action: *To note the ToR agreed on 6 March 2018.*

7. **REVIEW OF 2018 EVENTS**

[Attached: Income and Expenditure]

To report on:

*Family Fun Day – 30 June – MPB*

*Party in the Park (Foden's) – 7 July - MPB*

*Financial Report - AB*

8. **EVENTS 2019**

To discuss potential events for 2019 and to consider budgetary requirements ahead of pre-budget discussions.

**9. LARGE SCREEN HIRE**

[Attached: Quotation from Hipswing]

Action: *to consider large screen requirements.*

**10. CORRESPONDENCE**

There is none.

**11. DATE, TIME AND PLACE OF NEXT MEETING**

To be arranged.

**Minutes of the Meeting of Sandbach Town Council's Events Sub-Committee held on 4 April 2018 at 10.00am in the Sandbach Literary Institution, Hightown.**

**PRESENT** Councillors:

M Benson  
B Moran (arrived 10.02pm)  
M Forster  
C Lowe  
D Robinson (Town Crier)  
M Newton (RBL)

Also present was the Town Clerk and Conference and Business Promotion Officer (CBP Officer) were present throughout the meeting, with the Assistant Town Clerk in attendance for the Market Town Festival discussion.

**1. APOLOGIES FOR ABSENCE**

Cllr G Merry  
Karl Brown (Operations Manager)

**2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

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**PUBLIC QUESTIONS**

There being no members of the public in attendance, the meeting was not adjourned.

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**3. MINUTES OF THE MEETING HELD 6 MARCH 2018**

**RESOLVED:** that the minutes of the meeting held 6 March 2018 are approved as an accurate record.

**4. 2018 EVENTS**

Armed Forces and Family Fun Day

An RBL service will take place at 10.30am and will be attended by RBL and Cadets. Marjorie has arranged the band to accompany the service and also play 2 x 40-minute slots during the day. The public are welcome to attend the service which will be advertised on the publicity leaflet.

The CCF has received permission to abseil down St Mary Church Tower.

Gazebo and ground space requirements are being reviewed, Carolyn and Ann will develop a site plan for the next meeting.

Gill is in contact with the Fire Service regarding the display of vehicles/equipment. Marjorie is liaising with RBL about a motorbike display. Mike confirmed that Lizzie, the WW1 Ambulance will be in attendance and Ann agreed to investigate police vehicles.

Carolyn has obtained quotations for the print and distribution of joint event publicity leaflets:

Impressions (Leaflet x 15k)	£310.00
Delivery (9k)	£405.00

The alterations to banner costs were also discussed, with initial estimates being between £120-125.

The quotations are outside of the projected budget. There was discussion of ways in which this might be reduced, which included changing the leaflet distribution procedure; ultimately members agreed the quotations without amendment, to ensure complete coverage of the town.

**RESOLVED:** that the higher costs be agreed and orders placed, as the total cost will not exceed the final 2018 'Event' budget.

#### Party in the Park (Foden's)

Foden's Band has been confirmed, Ann liaising with the Band regarding the evening programme.

The Boy's School have been approached and confirmation is awaited.

Hipswing will be providing staging and lighting etc. Hipswing are to be asked if they can provide a projector and screen, which will remove the need for printed programmes and also ensure that everyone can sing along later in the evening.

Ann and Mike will meet with Hipswing on 11 June to agree final arrangements and will develop a site plan.

#### Market Town Festival

A new event entitled the Market Town Festival is being planned to take place in September. It is hoped that it will combine the established, traditional events of the Town Crier's Competition and the Day of Dance (English Folk). The Sandbach Town Crier, Dennis, was in attendance to help guide planning of the Town Crier involvement – dates were considered with the 1 September being most preferable to the Town Crier calendar.

A timetable for the proposed day has been drafted, which sees dancing demonstrations at various places throughout the town and the town crier competition taking place on the Cobbles.

Town Crier's will arrive with their consorts the day before the event and be provided with accommodation and food on the Friday evening, with a hot lunch being served during the day of the competition. The Dancer's will arrive on the day and will receive a complimentary breakfast.

Concern has been expressed that the date is quite late in the Crier's season and that there may not sufficient attendees to host a 'competition', if this should happen the day will revert to a 'Gathering of Crier's', with the cries taking place throughout the day.

Laura is to identify other 'traditional' market town activities, to be invited to support the day.

It was confirmed that there is no requirement for road closures, Marshalls or additional parking.

**RESOLVED:** the new event will take place on Saturday 1 September 2018 between 10.30am and 4.00pm.

Kate and Dennis will work with the Town Crier's to deliver the Competition, Laura and Carolyn will coordinate the Dancers.

**5. CORRESPONDENCE**

Email from Kerry Hall dated 26 March 2018 about the use of alternative catering facility for Town Events.

**RESOLVED:** Karl Brown has been actioned to make further enquiries about the offer and to report to future meeting.

An email from Thomas Shepherd was considered about the commemoration of the end of WW1, in which Thomas asks the Council to consider lighting a beacon.

**RESOLVED:** Ann to enquire if the RBL would be willing to undertake, if so to refer the matter to C&E at the end of June.

**6. DATE, TIME AND PLACE OF NEXT MEETING**

The next meeting will take place at the SLI on Tuesday 24 April 2018 at 11am.

The meeting closed at 11.45am  
M Benson, Chairman  
A L Banks

Ref: ESC180404

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**COMMUNITY AND ENVIRONMENT COMMITTEE  
EVENTS SUB COMMITTEE - TERMS OF REFERENCE**

SUB COMMITTEE FORMED ON 1<sup>ST</sup> MARCH 2018  
REPORTS TO COMMUNITY AND ENVIRONMENT COMMITTEE

**1. Purpose**

To plan, organise and deliver events and activities authorised by the Community and Environment Committee in accordance with these terms of reference.

**2. Scope and authority**

- 2.1 Those members of the Sub-Committee with voting rights and Officers of the Council are authorised to make such decisions and manage or direct activities to ensure that events are delivered effectively.
- 2.2 The Sub-Committee Chair or Vice-Chair, in consultation with an Officer of the Council is authorised to make urgent decisions about the delivery of events. (e.g. on the day)
- 2.3 All income and expenditure will be managed in accordance with the Council's adopted Financial Regulations. Income will include any surplus carried forward from earlier budgetary provision for events, ticket sales, sponsorship and donations
- 2.4 That the Sub-Committee engages with the appropriate departments of Cheshire East, Police and any other statutory bodies to secure any required consents, approvals and health and safety assessments
- 2.5 That appropriate insurance and risk management is in place for all events and activities organised by the Sub-Committee.
- 2.6. That engagement with local community groups is in place to ensure local support.
- 2.7 That an appropriate action plan is in place to ensure that each event is managed and marketed effectively.
- 2.8 Reports on activities and events to be prepared for submission to the Community and Environment Committee on a regular basis, and posted on the Town Council website.
- 2.9 The Sub-Committee is authorised to spend the budget allocated to it.

**3. Membership**

- 3.1 The Sub-Committee Chair and Vice Chair will be appointed annually. Normally this will be at the first meeting of the Sub Committee in the new civic year.
- 3.2 The group comprises of no less than 4 Councillors, plus other members of the public with expertise and interest.
- 3.3. Members of the Sub-Committee who are not members of the Town Council do not have the right to a vote (n.b. this includes officers of the Council).
- 3.4 Officers are an integral part of the work of the Sub Committee for operational matters as designated by the Town Clerk
- 3.5 The quorum is 4 or a third of the members if greater. This applies only to those members who are eligible to vote.

3.6 The Mayor is an ex-officio member with full debating and voting rights.

#### **4. Meeting Arrangements**

The first meeting of the Sub Committee will be at 10am on 6 March 2018 at the SLI, then as required.

#### **5. Resources and scheme of delegation**

The work of the Sub Committee, including the facilitating of meetings, will be actioned by the Town Clerk and/or staff working with members of the Sub Committee. The budget to support events will be as agreed annually through the Budget-setting process. Expenditure to be incurred in accordance with agreed policy and budget, and subject to the Council's expenditure threshold as identified within the adopted Financial Regulations. [Rules on Committees apply].

#### **6. Deliverables**

To successfully deliver community events within the Town.

#### **Target Date**

Ongoing.

Community and Environment Committee  
1 March 2018



**SANDBACH TOWN COUNCIL  
EVENTS 2018-2019**

Nominal Code: 4820-140

<b>BUDGET</b>	
Reserve	£10,000.00
Sponsorship	£6,650.00
	£0.00
<b>TOTAL FUNDS</b>	<b>£16,650.00</b>

<b>COSTS</b>	
Fun Day	£2,257.50
Part in Park	£6,733.00
<b>TOTAL COSTS</b>	<b>£8,990.50</b>
Balance (FUND LESS COSTS)	£7,659.50
Ticket Income	£5,820.00
Stalls Income	£20.00
<b>Balance</b>	<b>£13,499.50</b>

**Costs: Funday**

	Net
Banners- Funday	£ 70.00
Distribution (Leaflets)	£ 202.50
Deposit for Park	£ 62.50
Fees for Park	£ 52.50
NZ Events (Abzorbed)	£ 1,667.50
Leaflet Printing	£202.50
<b>Total Spend</b>	<b>£2,257.50</b>

**Costs: Party in Park**

	Net	Vat
Banners - Party in Park	£ 75.00	£ 14.00
Distribution (Leaflets)	£ 202.50	£ 15.00
Deposit for Park	£ 62.50	-
Fees for Park	£ 52.50	-
Ticket printing	£ 152.00	£ 30.40
Toilets	£ 450.00	£ 90.00
Hipwising	£ 3,765.00	£ 753.00
Fireworks	£1,555.00	£ 335.50
Leaflet Printing	£202.50	£ 311.00
Programme Printing	£216.00	£ 1,866.00
<b>Total Spend</b>	<b>£6,733.00</b>	<b>£1,548.90</b>

	Total Invoice	Invoice Number	
	£ 84.00	4753	Esigns
	£ 90.00	4753	Esigns
	£ 405.00	TKD0542	Leaflet Team
	£ 125.00	-	CEC
	£ 105.00	-	CEC
	£ 182.40	48350	Rowtype
	£ 540.00	513371	County Loos
	£ 4,518.00	INV-7055	
	£ 2,003.00	STC30618	
	£ 1,866.00	PO Raised	Blitz
	£ 405.00	PO Raised	Rowtype
	£ 216.00	PO Raised	Rowtype
	£ -		
	£ -		
	£ -		
<b>Total Spend</b>	<b>£10,539.40</b>		

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Hipswing - Lighting, Audio Visual & Dancefloors Solutions for Events and Venues  
Unit 10 Oasis Business Park, Road One, Winsford Industrial Estate  
Winsford  
CW7 3RY

**CLIENT:** sandbach Town council  
**ADDRESS:** Hightown sandbach CW11 1AE  
**PHONE:**  
**EMAIL:**  
**NUMBER:** 298  
**YOUR REF:**

## Quotation: Sandbach Town Council LED Screen Hire

<b>Order Date</b>	09/07/2018	<b>Delivery Address</b>
<b>Our Reference</b>	298	
<b>Your Reference</b>		Sandbach Town Hall
<b>Rental Period</b>	11/07/2018 17:00 to 12/07/2018 23:00	High St, Sandbach
		Sandbach
		CW11 1AX

Item	Type	Quantity	Price	Surcharge	Total
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### Video Equipment

Vivid 4 Modular Video Panel	Rental	12	100.00	0.00	1200.00
Powercon to Powercon (Various Lengths) ( <i>accessory</i> )	Rental	12	0.00	0.00	0.00
Ethercon Cable 1m ( <i>accessory</i> )	Rental	12	2.00	0.00	24.00
16 Amp to PowerCon Converter ( <i>accessory</i> )	Rental	2	1.00	0.00	2.00
Ethernet Cat5 Cables (Various Lengths) ( <i>accessory</i> )	Rental	12	1.50	0.00	18.00
Vivid Drive 23N	Rental	1	100.00	0.00	100.00
<b>Total for Video Equipment:</b>					<b>£1,344.00</b>

### Trussing and Rigging Equipment

4 Point Truss (2m) F34200	Rental	1	20.00	0.00	20.00
4 Point Truss (3m) F34300	Rental	2	30.00	0.00	60.00
D Link 1 Ton	Rental	20	0.00	0.00	0.00

Item	Type	Quantity	Price	Surcharge	Total
Fabric Sling (Black, 1m)	Rental	12	0.00	0.00	0.00
Goliath Studio PRO 5000 4-Leg Wind Up Stand	Rental	2	25.00	0.00	50.00
<b>Total for Trussing and Rigging Equipment:</b>					<b>£130.00</b>

## Crew

Install Event Crew	Service	3 x 5 Hours	19.00		285.00
Overnight Install Event Crew	Service	3 x 4 Hours	25.00		300.00
AV Technician Fixed Charge Rate	Service	1 x 1	200.00		200.00
<b>Total for Crew:</b>					<b>£785.00</b>

## Generators

40KVA 3 Phase Generator	Rental	1	325.00	0.00	325.00
<b>Total for Generators:</b>					<b>£325.00</b>

## Laptops and Accessories

PowerPoint Server Conference Laptop (Office 360)	Rental	1	75.00	0.00	75.00
<b>Total for Laptops and Accessories:</b>					<b>£75.00</b>

## Audio Equipment

Nexo Large Professional PA Kit	Rental	1	0.00	0.00	0.00
Nexo Cable (Green) ( <i>accessory</i> )	Rental	3	1.00	0.00	3.00
Mini Stereo Jack to Twin Male XLR Cable ( <i>accessory</i> )	Rental	2	1.00	0.00	2.00
13 Amp Plug to IEC Cable (Various Lengths) ( <i>accessory</i> )	Rental	4	0.00	0.00	0.00
13 Amp Extension Cable 4 Gang (Various Lengths) ( <i>accessory</i> )	Rental	2	0.00	0.00	0.00
13 Amp Extension Cable 2 Gang (10m) ( <i>accessory</i> )	Rental	3	0.00	0.00	0.00
Nexo Cable (Blue) ( <i>accessory</i> )	Rental	4	1.00	0.00	4.00
Nexo NA 4x4 Power Amplifier ( <i>accessory</i> )	Rental	1	125.00	0.00	125.00
Nexo PS15-R2 Loudspeaker ( <i>accessory</i> )	Rental	2	35.00	0.00	70.00
Nexo LS-18 Subwoofer ( <i>accessory</i> )	Rental	2	38.00	0.00	76.00

Item	Type	Quantity	Price	Surcharge	Total
Ethercon 50m Drum ( <i>accessory</i> )	Rental	1	25.00	0.00	25.00
Ethercon Cable 1m ( <i>accessory</i> )	Rental	2	2.00	0.00	4.00
Tech Hide (Black, Large Hinged) ( <i>accessory</i> )	Rental	1	0.00	0.00	0.00
AV Tech Box ( <i>accessory</i> )	Rental	1	0.00	0.00	0.00
Soundcraft Si Expression 1 16 Channel Audio Mixer ( <i>accessory</i> )	Rental	1	50.00	0.00	50.00
Nexo PS15 Flying Speaker Bracket	Rental	2	5.00	0.00	10.00
Total for Audio Equipment:					£369.00

<b>Rental charges</b>	<b>£2,243.00</b>	<b>Charge total</b>	<b>£3,028.00</b>
<b>Sale charges</b>	<b>£0.00</b>	<b>Tax total</b>	<b>£605.60</b>
<b>Service charges</b>	<b>£785.00</b>	<b>Charge and tax total</b>	<b>£3,633.60</b>

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