

SANDBACH TOWN COUNCIL

Minutes of the Meeting of Sandbach Town Council's Events Sub-Committee held on 6 March 2018 at 10.00am in the Sandbach Literary Institution, Hightown.

PRESENT Councillors: M Benson
B Moran
M Forster
G Merry
C Lowe (arrived 10.05pm)

Also present was the Town Clerk and Conference and Business Promotion Officer (CBP Officer)

1. APOLOGIES FOR ABSENCE

None

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

PUBLIC QUESTIONS

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

3. APPOINT CHAIR AND VICE-CHAIR

RESOLVED: that Cllr Benson be appointed Sub-Committee Chair and that Cllr Lowe be appointed Sub-Committee Vice-Chair.

4. TERMS OF REFERENCE

Revised Terms of Reference, as adopted by the Community and Environment Committee, were circulated for information.

RESOLVED: that the Terms of Reference as approved by the Community and Environment Committee (1.3.18) be noted.

5. EVENTS SUB-COMMITTEE MEETINGS

RESOLVED: that there is no requirement for a calendar of meetings; meetings will be called as required.

6. 2018 EVENTS

Day of Dance (Market Town Festival)

A new event, incorporating the established 'Day of Dance' has been planned to take place in May. The CBP Officer confirmed that she has contacted all dance teams with the new date and has received 4/5 responses, two of which were unable to make the date; it is to be noted that the original date of 19 May conflicts with the Royal Wedding and may deter a number of people attending. It was felt that a revised date in September would be preferable, with both the 1st and the 15th being suggested.

Action: CBP Officer to establish preferred date with Town Crier's, then notify all dance teams.

Action: When date confirmed, Assistant Town Clerk to commence arrangements for the Town Crier's competition.

In order to promote the event, the event name was considered and agreed that **'Market Town Festival'** would be appropriate, it would also provide a great deal of flexibility for what can be included.

Family Fun Day / Armed Forces Day

The Clerk reviewed the Action List for the Fun Day, with actions being allocated to Sub-Committee members as follows:

AB	Park hire and booking arrangements.
AB	Abzorbed.
CL	Advertising: website, banners, leaflets.
CL	Arrangements for First Aid and Lost Children.
AB	Risk Assessment.
AB	Insurance
MB	Boules
AB	Shelley – refreshments
MF/KH	Litter pick on the day.
CL	Sweets and Toys (stalls)
FOSP/MF/KH	Bunting up and down on the day
MB	McDonalds
CL	Victorian Games with Guides
GM	Vintage Fire Engine
AB/CL/MB	Meeting with RBL re Armed Forces Day
MB	Choca-doodle-doo – balloons
MB	First World War Ambulance
AB	Mayor's Fund-Raising Stall
Ops	Stalls requirement and erection.

The Chairman referred to correspondence from the Chairman of the RBL (Sandbach branch). A meeting will be convened to discuss the detail of Armed Forces Day and how it can be merged with the Family Fun Day.

Party in the Park (Foden's)

The Clerk reviewed the Action List for the Party in the Park, with actions being allocated to Sub-Committee members as follows:

AB	Park hire and booking arrangements.
MB	Band Bookings
AB	To confirm style of music and programme with Foden's Band
CL	Advertising: website, banners, leaflets.
CL	Arrangements for First Aid and Lost Children.
AB	Risk Assessment.
AB	Insurance
MF/KH	Litter pick on the day.
FOSP/MF/KH	Bunting up and down on the day
MB	Herras fencing

AB	Shelley - Refreshments
AB	Inform Cheshire Police and PCSOs of arrangements, including lifting of alcohol ban on the day.
Ops	Stall requirement and erection.
Ops	Advise residents by letter of park closures.
Ops	Place notices advising of park closures
	Locking and unlocking of the Park

It was agreed that ticket prices will remain at £10 each, with all under 16s free. There will be no access to unaccompanied under 16s. Tickets will be available from Bramwell's, Demeter's, Sandbach Town Hall and the Literary Institution. A member of STC will be responsible for handling cash on the gates.

Tour of Britain 2018

The Tour of Britain will not be passing through Sandbach this year; no event arrangements are required.

Advertising for all events will need to be finalised in May, therefore the detail of the events must be agreed no later than end of March.

The Clerk asked if event sponsorship would be sought for the 2018 events? It was agreed that due to the balances held in reserve, additional funding is not required for the 2018 events; the position will be reviewed next year.

7. CONFIRMATION OF APPOINTMENT OF CONTRACTORS

Market Town Festival

None

Fun Day / Armed Forces Day

Park Hire (CEC)	£41.50
Abzorbbed	£2013.00

Party in the Park

Park Hire (CEC)	£41.50
Hipswing	£4518.00
Blitz Fireworks	£2052.00
Alpha Omega	£808.07
County Loos	£540.00

Resolved: that the Clerk confirm all provisional bookings for suppliers to the events.

8. DATE, TIME AND PLACE OF NEXT MEETING

The next meeting will take place on Wednesday 4 April at 10.00am at the SLI.

The meeting closed at 11.09am
M Benson, Chairman
A L Banks

Ref: ESC180306