

SANDBACH TOWN COUNCIL

Minutes of the Meeting of Sandbach Town Council's Events Sub-Committee held on 20 September 2018 at 4pm in the Sandbach Literary Institution, Hightown.

PRESENT Councillors: M Benson (Chair)
R Hovey (Mayor)
K Haines
G Merry
B Moran
M Forster

Also in attendance was one member of the press and the STC Events Officer.

1. APOLOGIES FOR ABSENCE

Councillor: C Lowe

Absent without apologies: G Price Jones

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

PUBLIC QUESTIONS

The Chair adjourned the meeting to allow questions from members of the public. There being no questions, the meeting was immediately reconvened.

3. TO APPROVE THE MINUTES OF THE EVENTS SUB-COMMITTEE HELD 4 APRIL AND 15 AUGUST 2018

Resolved: Minutes of the meeting held 15 August 2018 are approved as a true record of the meeting.

The minutes of 4 April to be deferred to next meeting due to being inquorate for those in attendance to review as a true record.

4. COOPTION

Resolved: That Cllr Haines be co-opted to the Sub-Committee.

5. WW1 COMMEMORATION CONCERT

Members received a verbal update on the concert plans to date, including confirmed school and choral group attendance together with requirement for additional bands, narrators, poems and sourcing of memorabilia for display.

The event is confirmed for 17 November 2018 and proposed to run from 6.30 – 8.30pm.

Due to concerns raised surrounding anticipated performers and attendee numbers, Cllr Flavell and STC Events Officer will test various room configurations to establish most suitable for the evening event, in line with venue capacity and health and safety requirements.

Volunteers were sought to assist with organising and stewarding the event. Cllrs Merry, Forster, Haines and the Assistant Town Clerk offered to assist on the day and a request for further support will be raised at a Council meeting.

Events Officer and Assistant Town Clerk will seek memorabilia via Social Media and the Sandbach History Society, also obtain quote for design and print of and 6 page event programme.

Resolved: that:-

- i. The initial plan is agreed.
- ii. Event Lead Councillor to present budget requirements, once available, to the Finance Committee or Full Council meeting for approval.

6. MARKET TOWN FESTIVAL

The Events Officer has contacted Morris Dance groups to confirm date of the 2019 event however, does not anticipate responses will be received until new year, following the group's annual meetings. Several suggestions for fairground rides and activities have been sourced by the Events Officer and members were asked for opinion on possibly theming sections of the Town. This was considered a good idea due to the variety of activities available, with further suggestion that voluntary groups are invited to occupy any available tables within the market hall. Events Officer will obtain firm pricing and activities for next meeting.

Based on quotations received and members preference for event activities, the event budget was felt to be adequate at the originally proposed figure of £4,000. This would be incorporated within the sum requested for all events from Council 2019/20 budget discussion.

Resolved: the progress report and budgetary requirements are received.

7. EVENTS 2019

Budget has been requested for Council approval of carry over sum plus additional £10,000. Due to requirement for additional supplier quotations for 2019 event, a status update is not yet available. No further updates at this time.

8. NEW EVENTS

May Day Celebration was discussed location options for including a maypole at Makers Market. Using the Little Common was preferred which would include the market hall in the event.

Resolved: Cllr Flavell will contact primary schools to establish interest in joining the celebration and report back to the next meeting.

9. CORRESPONDENCE

There was none.

10. DATE, TIME AND PLACE OF NEXT MEETING

The next meeting will take place 7 November 2018 at 4pm in the Literary Institution.

The meeting closed at 5.15pm
M Benson, Chairman
KP

Ref: ESC180920