

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 3.30pm on the day of the meeting.

Agenda for the meeting to be held on Wednesday 15 August 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.

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. **TO APPROVE THE MINUTES OF THE EVENTS SUB-COMMITTEE HELD 4 APRIL AND 18 JULY 2018**

4. **REVIEW OF 2018 EVENTS**

[Attached: Income and Expenditure]

5. **EVENTS 2019**

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

Family Fun Day (inc Armed Forces Day) – 29 June 2019

Foden's Party in the Park – 7 July 2019

Market Town Festival – 7 September 2019

6. **NEW EVENTS**

To discuss potential new events, including budgetary requirements.

WW1 Commemoration Concert – 10 or 17 November 2018 (tba)

May Day – date tbc

7. **MARKET TOWN FESTIVAL**

Verbal report from the Events and Promotion Officer.

8. CORRESPONDENCE

There is none.

9. 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.

PUBLIC QUESTIONS

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

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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Minutes of the Meeting of Sandbach Town Council's Events Sub-Committee held on 19 July 2018 at 4.30pm in the Sandbach Literary Institution, Hightown.

PRESENT Councillors: M Benson
B Moran
G Merry
K Flavell
R Hovey (Mayor)

1. APOLOGIES FOR ABSENCE

Councillor M Forster
C Lowe
and M Newton
G Robinson

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

PUBLIC QUESTIONS

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

3. APPOINTMENT OF SUB-COMMITTEE CHAIR

RESOLVED: that Cllr Benson be appointed Chair.

4. APPOINTMENT OF SUB-COMMITTEE VICE-CHAIR

RESOLVED: that Cllr Lowe be appointed Vice-Chair.

5. MINUTES OF THE MEETING HELD 4 APRIL 2018

The minutes were unable to be approved, as there was no quorum for the item to be considered. The minutes were noted and deferred to the next meeting.

6. TERMS OF REFERENCE

The Terms of Reference were considered with the following amendments being agreed:

2.8 remove 'and posted on the Town Council website'.

2.9 At the end of the sentence, add: by Full Council.

3.2 the group comprises of 7 members, plus.....

3.4 The quorum is four councillors. Remove the rest of the sentence and all of the second sentence.

4. remove the date.

RESOLVED: that the amended Terms of Reference be approved.

7. REVIEW OF 2018 EVENTS

The Chair reported on the two 2018 events:

Family Fun Day (incorporating Armed Forces Day), 30 June 2018

The day was hot and well attended, with an estimated 600 people enjoying activities throughout the day.

An RBL organised service took place before the event opened, to remember and commemorate the Armed Forces; this was supported by the U3A band which played on two further occasions during the day and were very well received. It was agreed that an additional performance should be requested for future events.

Foden's Party in the Park, 7 July 2018

Another successful event, with almost 600 tickets sold and a record attendance. The event was well attended by young families, which was pleasing to see.

A number of additional precautions were taken due to the prolonged hot and dry weather, which included additional shade and cold water being made available. A final risk assessment of the firework display resulted in it being cancelled, this was due to a change in wind direction and fall out potentially being carried to a dry meadow area.

Financial Report

The Clerk gave a full breakdown of income and expenditure, and drew attention to the closing balance of £17,239.50. The balance had benefitted from only two of the three planned events going ahead, a carried forward balance for the Town Crier Competition and an increased number of ticket sales for the Party in the Park.

RESOLVED: that the reports be received.

8. EVENTS 2019

All of the following arrangements are subject to being reported to C&E on 6 September, and agreed by Council, with funds being made available through the 2019/20 budget.

Family Fun Day

Date: Saturday 29 June 2019

Arrangements as previous years. Activity providers to be reviewed at the next Sub-Committee meeting.

RESOLVED: Town Clerk to provisionally book all requirements.

Party in the Park

Date: Saturday 7 July 2019

Arrangements as previous years.

RESOLVED: Town Clerk to provisionally book all requirements.

Market Town Festival (Day of Dance)

Date: Saturday 7 September 2019

New event, which will see the previous Day of Dance, supported with traditional Market Town activities.

RESOLVED: Event and Business Promotion Officer to establish availability of Dance Teams and source supporting activities – to report back to next meeting.

May Day (provisional)

Date: tba

It was suggested that local school children are engaged for a maypole dance on Scotch Common.

RESOLVED: Cllr Flavell to gauge levels of interest and report back to the next meeting.

Commemoration of WW1 Centenary – Concert (provisional)

Date: Saturday 10 November 2019

There is an expectation that the RBL will be making arrangements for services and other acts of commemoration for Remembrance Sunday (11 November); the Clerk was asked to make enquiries.

As part of the WW1 commemorations, a concert comprising poems, plays, recitals and monologues of the time was suggested. Members agreed that this was worth pursuing.

RESOLVED: that:

- i) The Clerk enquire of the RBL what arrangements are being made for Remembrance Sunday.
- ii) Cllr Flavell to make early enquiries regarding the delivery of a Remembrance Concert.

The Clerk reported a request to screen the football World Cup final and explained what she had done to action the request. The outcome had been that it would not be possible, due to the short timeframe allowed to manage the risks around such an event, in addition, it was felt that this would take business away from local sports clubs. She asked members to be proactive in identifying future national events of interest on an annual basis – therefore being proactive rather than reactive

9. LARGE SCREEN HIRE

Following enquiries that had been made re. the Football World Cup, the Clerk shared the quotation for large screens and associated equipment.

RESOLVED: that the quotation be noted.

10. CORRESPONDENCE

There is none.

11. ITEMS FOR NEXT MEETING

- a. Fun Day Activities and Providers
- b. Market Town Festival
 - Report availability of Dancers
 - Suggestions for supporting activities
- c. Sponsorship

12. DATE, TIME AND PLACE OF NEXT MEETING

The next meeting will take place at 4.30pm on Wednesday 15 August 2019 at the Sandbach Literary Institution.

The meeting closed at 6.07pm
M Benson, Chairman
A L Banks

Ref: ESC180718

**SANDBACH TOWN COUNCIL
EVENTS 2018-2019**

Nominal Code: 4820-140

BUDGET		£10,000.00
Reserve (C/f from 17-18)	+	£6,650.00
Sponsorship		£0.00
Virement (TCM180531) Town Crier		£2,500.00
TOTAL FUNDS		£19,150.00

(£1,250 committed reserve and £1,250 18-19 budget)

COSTS		
Fun Day	-	£2,210.00
Party in Park		£6,118.89
TOTAL COSTS		£8,328.89
Balance (FUND LESS COSTS)		£10,821.11
Ticket Income	+	£5,820.00
Stalls Income		£20.00
Balance		£16,661.11

Costs: Funday

	Net
Banners- Funday	£ 70.00
Distribution (Leaflets)	£ 202.50
Deposit for Park	£ 62.50
Fees for Park	£ 52.50
NZ Events (Absorbed)	£ 1,667.50
Leaflet Printing	£ 155.00
Total Spend	£ 2,210.00

Costs: Party in Park

	Net	Invoice Number
Banners - Party in Park	£ 75.00	4753
Distribution (Leaflets)	£ 202.50	4753
Deposit for Park	£ 62.50	TKD0542
Fees for Park	£ 52.50	-
Ticket printing	£ 152.00	-
Toilets	£ 450.00	48350
Hipwising	£ 3,765.00	513371
Sundries (water glasses) E	£ 15.00	INV-7055
Fireworks	£ 300.00	STC30618
Leaflet Printing	£ 155.00	Invoice received
Programme Printing	£ 216.00	Invoice received
Security	£ 673.39	Invoice received
Total Spend	£ 6,118.89	

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