

SANDBACH TOWN COUNCIL

EVENTS SUB-COMMITTEE

This meeting will be clerked by Mike. Please ensure that all apologies are made directly to the clerk of the meeting no later than 12.00pm on the day of the meeting.

Agenda for the meeting to be held on Wednesday 12 June 2019 at 5.30pm in the Sandbach Literary Institution.

- 1. APPOINTMENT OF THE CHAIR**
- 2. APPOINTMENT OF THE VICE-CHAIR**
- 3. APOLOGIES FOR ABSENCE**
- 4. 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.

- 5. TO APPROVE THE MINUTES OF THE EVENTS SUB-COMMITTEE HELD 10 APRIL 2019**
- 6. MARKET FESTIVAL UPDATE**

Lead: The Events and Promotion Officer
Action: To receive a verbal report from the Events and Promotion Officer.
- 7. FAMILY FUN DAY UPDATE**

Lead: Operational Support Officer
Action: To receive a verbal report from the Operational Support Officer.
- 8. PARTY IN THE PARK UPDATE**

Lead: Operational Support Officer
Action: To receive a verbal report from the Operational Support Officer.
- 9. REQUEST FOR VOLUNTEERS**

Lead: Operational Support Officer
Action: To establish if any volunteers (including Members of the Public) are available to help at either Family Fun Day or Party in the Park.
- 10. DATE, TIME AND PLACE OF NEXT MEETING**

To be arranged.

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SANDBACH TOWN COUNCIL

EVENTS SUB-COMMITTEE

Minutes of the Meeting of Sandbach Town Council's Events Sub-Committee held on 10 April 2019 at 2.30pm in the Sandbach Literary Institution, Hightown.

PRESENT Councillors: C Lowe (Vice-Chair in the Chair)
M Forster
K Flavell
G Merry
K Haines
R Hovey (Mayor)

Officers: M Wellings – The Operational Support Officer

1. APOLOGIES FOR ABSENCE

Cllrs: B Moran
M Benson
G Price Jones

Officers: J Thomas – The Events Officer

2. DECLARATIONS OF INTEREST

Cllr R Hovey declared a pecuniary interest in item 5, due to one of the companies residing on Zan Industrial Estate.

PUBLIC QUESTIONS

As there were no members of public in attendance, the meeting was not adjourned.

3. TO APPROVE THE MINUTES OF THE EVENTS SUB-COMMITTEE HELD 6 MARCH 2019

RESOLVED: that the minutes are approved as an accurate record pending the correction that JT should check if Olive and Stitch are in the Ballroom, not Boardroom in Item 4.

4. MARKET FESTIVAL UPDATE

MW reported the following on the behalf of JT:

- 1) That the Piva Musicians are not available for the event.

- 2) That contact had been made with the Willow Workers, and they had advised that a Day's booking Costs £250. JT requests approval from the Sub-Committee to go ahead with this Booking.

The Committee questioned whether the Falconry had been booked, and whether further information about the executioner's Gazebo had been gained, as actioned to JT at the previous Events Meeting. The Committee requested that JT send a list of everything that has been booked to members of the Committee.

MW confirmed that Olive and Stitch has not been booked, the Committee requested that the Artisan Emporium are contacted to see if they are available.

Cllr Lowe confirmed that she had been had attempted to make contact with the Round Table concerning a Hog Roast, but had received no reply. She confirmed that she would speak to them at the Weekend when they attend the Transport Festival.

As no more correspondence had been received from Dance Groups, Cllrs Lowe & Merry confirmed that they would supply details of Local Dance Groups to JT.

A short conversation concerning music at the event occurred. Cllr Flavell confirmed that she would ask the Chamber Choir if they wanted to attend. JT was given an action to try and source a Minstrel Type Troubadour.

RESOLVED: It was resolved that:

- i. The Events Officer:
 - a. Confirm to the Committee via email whether the executioner requires guy ropes for his tent.
 - b. Ascertain how much space the Falconry Experience requires and confirm whether they are booked.
 - c. Sends a full list of all booked attractions and prices to the Events Committee.
 - d. Books the Willow Workers up to the value of £250.
 - e. Sources a Minstrel Type Troubadour.
- ii. The Operations Support Officer contact the Artisan Emporium regarding booking the Ballroom on the day of the event.
- iii. Cllr Lowe continues to try and establish contact with the Round Table concerning a Hog Roast.
- iv. Cllr Flavell contacts the Chamber Choir and asks if they would like to attend.
- v. Cllrs Lowe & Merry supply alternative dance group details to the Events Officer.

5. ALTERNATIVE QUOTES FOR PARK EVENTS TICKETS AND LEAFLETS

MW confirmed that the following quotes had been gained for supplying Summer Events Tickets and Leaflets:

Impressions (Using old Artwork)

A5 Leaflets: £422.40

Tickets: £188.40

Impressions (Designing new Artwork)

A5 Leaflets: £523.20

Tickets: £206.30

Crewe Colour Printing (Designing new Artwork)

A5 Leaflets: £378

Tickets: £141.60

Monster NCR (Designing new Artwork)

A5 Leaflets: £207

Tickets: £159.60

The Sub-Committee also noted that the Leaflet for the Market Town Festival would need to be designed in the near future.

RESOLVED: That the Operational Support Officer books Crewe Colour Printers to design this years Park Events Leaflets and Tickets at a Price of £519.60 +VAT. Cllr Lowe is to provide a brief.

6. FAMILY FUN DAY UPDATE

The Committee confirmed that the following sponsorship package should be offered to interested parties. For £1000: Inclusion on the Events Leaflet going to all schools and Households. Inclusion in Town Talk and Effective Directories. Opportunity for a Banner at the Event. Opportunity to join the activities at the Fun Day with a Family orientated activity which should be confirmed with the Events Committee. Any of their own PR including the Summer Events they may wish to do.

MW confirmed that NV Events had been booked and that Everybody Active would be attending the Fun Day. Responses were being waited on from Aquarius Swim Club, the ACF and Clive's Toys. The Committee asked MW to chase and source both those, a sweet seller and an Ice Cream Seller.

Cllr Lowe confirmed that 1st Aid and Lost child were booked, and that Messy Church had not responded. Cllr Merry confirmed that the Coop Community and Youth Bands would play the following slots: 11.30-12.15 and 1.30-2.15. They

will be located at the bottom of the bowling green. Cllr Merry also confirmed that the Fire Station would do something on that day.

RESOLVED: That MW completes the actions as detailed above.

7. PARTY IN THE PARK UPDATE

MW confirmed that Hipswing, Alpha Omega Security and County Loos are booked and requested approval to book Blitz Fireworks at £1555+ Vat. It was agreed that a letter would be sent to houses near the park prior to the event to warn about the firework display.

The Committee asked MW to confirm that tickets for this event would go on sale 8 weeks before the event, and that he would monitor sales. Furthermore, he was asked to confirm with Demeter's and Broads that they would sell tickets. MW is also to contact Foden's concerning the program.

Before the end of the item, Cllr Forster thanked members of the Committee for all their hard work in organising numerous events.

RESOLVED That:

- i. The actions as detailed above be completed.
- ii. That MW books Fireworks from Blitz Fireworks at a total of £1555 + VAT.

8. DATE, TIME AND PLACE OF NEXT MEETING

TBC

The meeting closed at 3.21pm
C Lowe, Vice Chair in the Chair
MW