



SANDBACH  
TOWN COUNCIL

## **EVENTS SUB COMMITTEE**

Agenda for the meeting to be held on Wednesday 18<sup>th</sup> January 2023 at 7.00pm in the Charter Room, Sandbach Town Hall.

Committee Membership: Cllrs N Cook, G Merry, D Hegarty, J Beddows, L Crane and S Broad.

### **1. APOLOGIES FOR ABSENCE**

*Apologies to be submitted to the meeting Clerk by 5pm on the day of the meeting.*

### **2. SUB-COMMITTEE VACANCY CO-OPTION**

*Action: To co-opt one Member to the Events Sub-Committee.*

### **3. 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 Chair of the meeting will adjourn the meeting to allow questions from members of the public.

After the questions the Chair will reconvene the meeting.

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### **4. TO APPROVE THE MINUTES OF THE EVENTS SUB-COMMITTEE MEETINGS HELD ON 11 AUGUST 2022.**

[Attached: Draft Minutes of the meeting]

### **5. ANNUAL STC ACTIVITIES**

Lead: Chair

Action: *That Members consider whether the annual Market Town Festival, Town Hall Summer Holiday and Party in the Park activities are to be*

*confirmed as operational functions, with all decisions made by responsible Officers, within Council approved budgets and in line with adopted Financial Regulations.*

**6. LANTERN FESTIVAL 2024**

Lead: Chair

Action: *To discuss sub-committee proposal and action plan for Lantern Festival, with costed Chairs report detailing delivery plan and within budget.*

**7. CHRISTMAS LIGHTS SWITCH ON**

Lead: Chair

Action: *To agree date and review/confirm delivery plan for 2023 event.*

**8. CORONATION ACTIVITIES**

Lead: Chair

Action: *To discuss route of forming action plan for delivery of this community celebration in order to provide fully costed proposal to Community and Environment Committee (15 February).*

**9. CORRESPONDENCE**

There is none.

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

To be arranged.

# SANDBACH TOWN COUNCIL

## EVENTS SUB-COMMITTEE

**Minutes of the Meeting of Sandbach Town Council's Events Sub-Committee held on 11 August 2022 at 7pm in Sandbach Town Hall.**

<b>PRESENT</b>	Councillors	N Cook S Broad (Joined meeting following Co-option) D Hegarty J Beddows G Merry
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*The meeting Chair confirmed Cllr Poole has resigned from the Sub-Committee.*

### **1. APOLOGIES FOR ABSENCE**

Cllr L Crane

No apologies received: Cllr P Eaton

### **2. CO-OPTION TO THE EVENTS SUB-COMMITTEE**

**Resolved:** That Cllr Broad is co-opted to the events Sub-Committee.

### **3. DECLARATIONS OF INTEREST**

Cllr Cook declared a Non Pecuniary interest in item 6 due to being a Member of staff at the RBL.

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### **PUBLIC QUESTIONS**

The Chair adjourned the Meeting to allow questions from Members of the public in attendance.

As there were no members of the public, the meeting was immediately reconvened.

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Chair Initials:

4. **TO APPROVE THE MINUTES OF THE EVENTS SUB-COMMITTEE HELD 22 JUNE 2022**

**Resolved:** That the minutes be approved.

5. **PARTY IN THE PARK**

Lead: Operational Support Officer

The OSO confirmed the following headline figures for the event:

477 tickets sold at a total of £4,770

152 Children on site for free

£50 refreshment income from Blackwater and Grubb

£9,948.33 (Ex VAT) was spent to hold this event, and a total of £4820 was received in income. Taking these figures into account, the event finished at £2,871.67 under its £8,000 budget.

As the event sold out, Members questioned whether the limit of people in the park applied for with CEC be increased to 700. Despite the fact that people were turned away, this was after several hundred tickets had been sold on the gate and the event had been open for several hours.

The OSO was unhappy with the positioning of the stage, and confirmed that this has been relayed to Hipswing. Unfortunately, Hipswing used a different provider this year due to availability, but the normal stage provider has been booked in for next year, should Council choose to go with Hipswing as a provider again.

Members were very pleased with the quality of staff from Alpha Omega, and asked that thanks be passed onto them.

Members queried silent fireworks following some comments made online. The OSO relayed that Blitz Fireworks have confirmed that silent Aerial fireworks do not exist. The only silent fireworks are ground based which would not be appropriate for the event. The OSO was asked to try and source prices for drones.

The importance of booking Foden's band in early was stressed by Councillors.

**Resolved:** That:

- 1) Numbers be increased to 700 in the 2023 application to CEC
- 2) The 2023 event be scheduled for 1<sup>st</sup> July 2023, and Fodens Brass Band be invited to play.

Chair Initials:

## 6. MARKET TOWN FESTIVAL

Lead: Operational Support Officer

The OSO confirmed the event was all booked, as reported at the last Events Sub-Committee meeting. The Senior Business Development Officer is attempting to source a food stall for the event.

Members asked if the leaflet could be distributed digitally to all local Primary Schools in the area. Members confirmed that they would be happy to volunteer on the day if required, and asked that their thanks be passed onto the Senior Business Development Officer for her work in putting this event together.

## 7. REMEMBRANCE PARADE 2022

Lead: The Meeting Chair

The Meeting Chair confirmed that she has met with RBL representatives alongside the Chief Officer and Assistant Town Clerk. It was confirmed that the AST is taking the lead for the organisation of this event, and is sourcing competitive quotes for a road closure provider and to hire a suitable PA system for the day.

The Chair noted that whilst the Town Council will be responsible for the RA, insurance and road closures on the day, the RBL will still be responsible for sending out invites and booking the Church and working with them to organise the Cobbles and Church Services. Several options are currently being mooted for parade routes.

**Resolved:** That the Town Council use the budget identified for the Remembrance parade and delegate delivery to the Chief Officer's office.

## 8. HALLOWEEN EVENT

Lead: The Meeting Chair

The Meeting Chair confirmed that she had spoken to the Chief Officer regarding the possibility of this event. Unfortunately, Sandbach Town Council do not have the time remaining or the capacity to organise the event at this time.

Members commented that if the Town Council is to do a Halloween event in the future, it should have its own format and not be a legacy of Sandbach Partnership events.

## 9. FESTIVAL OF LIGHT/CHINESE NEW YEAR

Lead: The Meeting Chair

The Meeting Chair introduced the item by saying that a warm welcome had been received by the Community when putting forward this event as an idea on Facebook.

Chair Initials:

It was suggested that this event could take place on Sunday 22<sup>nd</sup> January be a “Lights Parade” through the Town and include a lantern workshop run by a school or Cheshire Arts for Health in the morning.

Members felt that it is important for this event to remain compact on its first iteration.

Whilst there is no money remaining in the Events Budget, there is £5000 in reserves that could potentially be used. This would mainly pay for a road closure to allow the parade to take place.

**Resolved:** That Sandbach Town Council will organise the Festival of Light event and that approval will be sought for a budget of £5000 from general reserves.

## 10. CHRISTMAS LIGHTS SWITCH ON

Lead: Operational Support Officer

The OSO reported that in previous years, Silk FM have been hired to deliver a roadshow on the day, with advertising and live links back to their studio. The event has also consisted of bands playing on the stage up until the switch on, with Fairgrounds also paying a fee to be on site. This year, Silk FM have quoted a fee of £1495 to deliver the roadshow. Members confirmed that they were happy to go with this format once again.

The OSO confirmed that normally a fairground provider pays £120 to bring 3 rides onto the site. Members raised concerns that the rides have been in the past very expensive, and inaccessible to some families. In the current climate, Members have asked the OSO to write to the provider and explore the possibility of the TC subsidising so that set lower prices can be offered.

Members queried the possibility of the Women’s Circle attending with Santa’s Sleigh.

## 11. EVENTS BUDGET 2022/23

Lead: The Meeting Chair

Members confirmed that the Council’s core events are now: Christmas Lights Switch On, Party in the Park, Festival of Light, Free Summer Events, Market Town Festival and Remembrance Sunday.

Members discussed the possibility of suggesting a small Community Events Grant budget, similar to the one used for Jubilee Events, that could be applied for all year round. It is hoped that this means more events can be held by community groups in all of Sandbach’s Wards.

Cllr Broad confirmed that she would check again with the Canal and River Trust to see if they had anything planned for their 250<sup>th</sup> year.

## 12. CORRESPONDENCE

There was none.

Chair Initials:

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

The next Events Sub-Committee meeting will take place on Wednesday 28<sup>th</sup> September 2022 at 7pm in Sandbach Town Hall.

The meeting closed at 8.21pm  
Cllr N Cook, in the Chair  
MW

Chair's Signature:

Date:

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