

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 5.00pm on the day of the meeting.

Agenda for the meeting to be held on Wednesday 16 February 2022 at 7.00pm in Sandbach Town Hall.

1. APOLOGIES FOR ABSENCE

2. CO-OPTION TO THE EVENTS SUB-COMMITTEE

To co-opt Cllrs Ann Nevitt and Nicola Cook 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.

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.

4. TO APPROVE THE MINUTES OF THE EVENTS SUB-COMMITTEE HELD 20 JULY 2021.

5. EVENTS SUB-COMMITTEE TERMS OF REFERENCE

[Attached: Terms of Reference]

Lead: Meeting Chair

Action: To resolve to recommend the draft Terms of Reference to Council for adoption.

6. FAMILY FUN DAY EVENTS

Lead: Meeting Chair

Action: To receive an update from the Senior Business Development Officer, agree on the format of the Events for 2022 and allocate any further actions.

7. PARTY IN THE PARK

Lead: Meeting Chair

Action: To receive an update from the Operational Support Officer, to agree on the Format of the Event for 2022 and allocate any further actions.

8. JUBILEE EVENT

Lead: Meeting Chair

Action: To agree on the format of the Event for 2022 and allocate any further actions.

9. THE FUTURE OF SANDBACH EVENTS

Lead: Meeting Chair

Action: To receive the verbal update from the Meeting Chair.

10. CORRESPONDENCE

i. ChALC

Email dated 5 January regarding Queens Jubilee Beacons – 2nd June 2022.

ii. St Johns Parochial Church Council

Email dated 5 January regarding request for support with the Queens Jubilee Picnic in the Park Event.

11. DATE, TIME AND PLACE OF NEXT MEETING

To be arranged.

Please note that this meeting will be recorded and the audio recording made available to the public within 5 working days of the meeting.

SANDBACH TOWN COUNCIL

EVENTS SUB-COMMITTEE

Minutes of the Meeting of Sandbach Town Council's Events Sub-Committee held on 20 July 2021 at 6.00pm in The Ballroom, Sandbach Town Hall.

PRESENT	Councillors	G Merry (Retiring Chair) L Crane (Chair) J Beddows D Hegarty G Price Jones
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The meeting was opened by the retiring Chair.

1. EVENTS SUB-COMMITTEE CHAIR

Resolved: That Cllr L Crane be appointed as Chair of the Events Sub-Committee.

Cllr Crane took over Chairmanship of the meeting.

2. EVENTS SUB-COMMITTEE VICE-CHAIR

Resolved: That Cllr Merry be appointed as Vice Chair of the Events Sub-Committee.

3. APOLOGIES FOR ABSENCE

Cllrs Hoffmann and Broad

No apologies received: D Jack

4. DECLARATIONS OF INTEREST

None pecuniary interests were received from Cllr Merry has a Fodens Trustee, and Cllr L Crane as the Councillor representative for Fodens.

PUBLIC QUESTIONS

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

As there were no questions, the meeting was immediately reconvened.

5. TO APPROVE THE MINUTES OF THE EVENTS SUB-COMMITTEE HELD 7 APRIL 2021.

Approval of the minutes was deferred until the next meeting of the Sub-Committee due to an inquate number of members in attendance from 7 April meeting.

6. FAMILY FUN EVENTS

The meeting Clerk reported that 3 Free activities have been organised and promoted by the Events team:

- 10th August – Peter Rabbit 2 (Children’s Community Cinema). The Committee questioned whether 2 showings would be possible if the first one sold out.
- 17th August – Meet the Creepy Crawlies with 2 interactive shows
- 24th August – Softplay for 0-5 in the Town Hall.

The Clerk also reported that the Events team are planning October Events including a Halloween cinema and a pumpkin carving competition. The update was gratefully received by the Sub-Committee.

7. PARTY IN THE PARK

The Clerk of the meeting explained that efforts had been made to match both bands back up for a new 2021 date, which unfortunately had not been possible. The Meeting Clerk asked for direction from the Committee

The Sub-Committee were of the opinion that it is beginning to get too late into the year to reorganise Party in the Park, and that this event should be cancelled for 2021. In its place, the Sub-Committee would like to use the Foden’s concert as a Christmas Concert in St Mary’s Church, with the Boys School Big band bring a small ensemble for a reception afterwards in the Church Hall. The Committee agreed that a date of 12th December should be the initial target for such an event.

Resolved: that Party in the Park 2021 be cancelled, and the Clerk of the meeting makes inquiries with involved parties with a view to holding a Christmas Concert on St Mary’s Church on 12th December.

8. MARKET TOWN FESTIVAL

The Meeting Clerk explained that organisation and advertisement of this event is now well underway, with a fantastic range of activities being planned, expanding on last years event.

The Committee asked if a number of ideas could be put back the Events Team:

- Can there be a Ye old England Fancy dress competition?
- Can shops down the High Street get involved with window dressing? GM and LC offered to deliver letter to shops.
- Can the ponies be unicorns, as these have previously proved very popular.
- Can the Event be linked to the Makers Market on the day?
- Can the Town Crier be invited?

9. WELLBEING EVENT

The Chair of the meeting noted that unfortunately, due to a number of reasons, this event has not been progressed. She proposed that a new date of 10th October (WHO's Mental Health Day) should be set for the Event in the Town Hall. The Committee asked the Chair to ensure that the event is shaped around wellbeing as a whole.

The Chair agreed to progress this event with the Working Group that was put together at the previous Events Sub-Committee Meeting.

10. CORRESPONDENCE

There was none.

11. DATE, TIME AND PLACE OF NEXT MEETING

The next meeting will take place on 14 September 2021 at 6.00pm

The meeting closed at 6.50pm
L Crane, in the Chair
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SANDBACH TOWN COUNCIL

EVENTS SUB- COMMITTEE: TERMS OF REFERENCE

Approved by Council: 18th January 2022.

Latest Review Date: May 2023

This is a Sub-Committee of Community and Environment Committee and reports to it

This document supersedes the Terms of Reference/Delegation dated July 2018.

7 Members of the Authority.

Quorum = 4

The Mayor is an ex-officio member with full debating and voting rights.

Plus, other members of the public with expertise and interest, appointed by Committee or the Sub Committee and Officers of the Council involved in the delivery of events as non-voting members.

To plan, organise and deliver events and activities authorised by the Community and Environment Committee in accordance with these terms of reference.

Meetings: As required, but the first meeting of any Council year will be held within one month of the Council's AGM.

Function of Committee Column 1	Delegation of Functions Column 2
<p>Events within the Terms of Reference of Community & Environment Committee</p> <ol style="list-style-type: none"> 1. Delivery of events. 2. All income and expenditure will be managed in accordance with the Council's adopted Financial Regulations. Income will include any surplus carried forward from earlier budgetary provision for events, ticket sales, sponsorship and donations. 3. Engagement with the appropriate departments of Cheshire East Council, Police and any other statutory bodies to secure any required consents, approvals and health and safety assessments. 4. To ensure appropriate insurance and risk management is in place for all events and activities organised by the Sub-Committee. 5. To ensure engagement with local community groups is in place to ensure local support. 6. That an appropriate action plan is in place to ensure that each event is managed and marketed effectively. 7. Reports on activities and events to be prepared for submission to the Community and Environment Committee on a regular basis. 	<ul style="list-style-type: none"> • Events Sub-Committee have delegated authority for delivery within budget and policy. • Town Clerk for operational management. • Officers nominated to deliver the event to have delegated decisions for operational matters. • Officers nominated to deliver the event to have delegated decisions for other urgent decisions about the delivery of events (e.g. on the day) in consultation with the Chairman or Vice Chairman of the Sub-Committee.

NB. Any actions delegated to the Town Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Town Clerk's return.

Definition of "Operational Management" That part of the service which is considered necessary in the delivery of an initiative or service which is within Policy and Budget

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*The Queen's
Platinum Jubilee
Beacons*



THE QUEEN'S
PLATINUM JUBILEE
BEACONS
2ND JUNE 2022


2nd June 2022

Further to the announcement from Buckingham Palace on 2nd June last year, regarding the Platinum Jubilee Weekend of 2nd - 5th June this year of which The Queen's Platinum Jubilee Beacons is a major part, I have pleasure in confirming the current Guide To Taking Part in this event is available to view and download from - www.queensjubileebeacons.com and will continue to be updated on this site at the end of each month through to 30th May 2022, as more and more communities, organisations, charities, councils, local authorities, farms, country estates, historic houses, voluntary groups and individuals etc, agree to take part.

Pages **16, 17, 18** and **19** show the various types of beacons being used for this historic tribute to Her Majesty The Queen on 2nd June 2022, that can either be lit in farmers' fields, on country estates, high hill tops, on beaches surrounding our shores, as well as our town and village greens, along with other public spaces etc, with gas-fuelled beacons lit on church towers and castle battlements. Permanent beacon braziers made by local craftsmen/women being lit in the towns and villages also provide a lasting reminder of this historic moment in The Queen's reign.

Many of those receiving this communication will already have permanent beacons in place, so please light them for this occasion, remembering to register your involvement as soon as possible please. From page **23** onwards you will see the many hundreds to date that have already agreed to participate in this event throughout the UK and in the Capital Cities of the Commonwealth countries. These lists will be added to over the next few months as more communities etc, join the project.

From the guide you will see that Town Criers will be undertaking the 'Proclamation' at **2pm** announcing the lighting of the beacons that evening, Pipers playing 'Diu Regnare' at **9.35pm**, with Buglers and Cornet players undertaking the Bugle Call - 'Majesty' at **9.40pm**, before the beacons are lit at **9.45pm**, and to coincide with their lighting, we are encouraging the involvement of choirs of all sizes etc, to sing the 'Song for the Commonwealth,' providing another colourful, community element of this Jubilee celebration, involving people of all ages and walks of life, so we invite you to source these choirs locally from schools, churches, and others, adding to your occasion that evening.

If you are able to obtain one of more of these, please be kind enough to register their involvement in the ways outlined below as soon as possible or by no later than 30th May 2022.

Those taking part with the lighting of Beacons, Pipers playing *Diu Regnare*, with Buglers or Cornet players undertaking 'Majesty,' should register their involvement by going to **page 15**, providing the information requested in **Step 1** and emailing it to brunopeek@mac.com

Participating Choirs should register their participation **DIRECT** at www.commonwealthresounds.com please.

May I also draw your attention to potential Lottery Funding:

<https://www.tnicommunityfund.org.uk/news/press-releases/2021-11-17/over-22million-the-queens-platinum-jubilee>

The lighting of the Beacons on 2nd June, will be the **first** international, community event of The Queen's Platinum Jubilee Weekend of 2nd - 5th June 2022, providing us all with the unique opportunity of **leading** this special weekend of celebrations. This will also be the last chain of beacons being lit during The Queen's reign, so we all want to make it really special for our Queen Elizabeth, the only monarch in history to celebrate a Platinum Jubilee, so we do hope you will help us all to achieve this by taking part on 2nd June this year.

I'd also like to invite you to join in with **The Big Jubilee Lunch on Sunday 5 June 2022**.

The Big Jubilee Lunch is an open invitation to get together with your neighbours and community to share friendship, food and fun together as part of the official Platinum Jubilee Weekend celebrations. Share a cuppa and a piece of cake, host a BBQ, set up a traditional street party or get everyone together for a town-wide festival - Big Lunches come in all shapes and sizes and everyone is welcome! Together we can make this a truly special Jubilee celebration - visit www.thebiglunch.com to get your free information pack full of tips, ideas and inspiration to help you get your Big Jubilee Lunch party started.

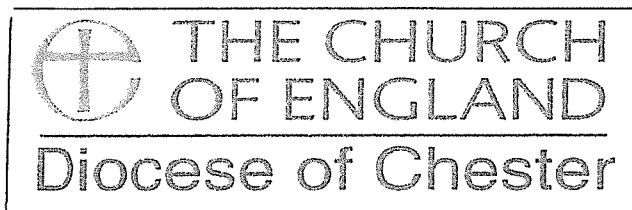
My warmest regards,

Bruno Peek

Bruno Peek LVO OBE OPR
Pageantmaster
The Queen's Platinum Jubilee Beacons

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The PCC of St John the Evangelist
 Sandbach Heath
 Diocese of Chester
 Congleton Deanery
 Parish # 1319
 Tel: 01270 768826

Vicar: Church Office
 PCC Secretary: Mrs J Chadwick
 Wardens: Mrs Eileen Longworth and
 Mr Gerard Heath

St Johns PCC, c

Messrs. Donal Hegarty, Sam Corcoran, Steve Crane, Mike Muldoon, Geraint Price Jones
 Sandbach Town Council
 Town Hall
 Hightown
 Sandbach
 Cheshire CW11 1AX

Dear Councillors

PICNIC IN THE PARK – SANDBACH HEATH

On behalf of St Johns Church and St Johns Primary School, Sandbach, Cheshire, we are jointly organising a "Picnic in the Park" event for the Sandbach Heath Community on Friday, 3rd June 2022 to celebrate the Queen's Platinum Jubilee, the details of which are attached.

Because it has been a difficult time for everyone, we are inspired to put on this event in Sandbach Heath Community Park for people who have struggled with the fall-out of Covid, and to provide a fun focus for parents and children to meet and forge relationships with other local families.

We have already begun our plans and the money raised will be used to provide for the hire of marquee, entertainment, run childrens' competitions and prizes and a firework display. As you will appreciate, setting up the welfare needs for an event such as this are costly but necessary.

I am inviting Sandbach Town Council to financially support this event and I hope we can count on your generous donation. As always, any amount you can provide is greatly appreciated. You can of course if you prefer, sponsor one or more of our activities as listed:


Bunting and Flags	-	£100
Marquee hire	-	£450
Toilet Hire	-	£250
Entertainment	-	£400
Firework Display	-	£500
Queen's Green Canopy – Plant a Tree for the Jubilee	-	£100

We will of course recognise all donators on all promotional materials.

Please do not hesitate to get in touch if you would like any more information (my contact number is 01270 529247) and should you wish to donate directly into our bank : Royal Bank of Scotland, Sort Code 16-31-13, Account No. 11637873.

Meantime, thank you for your consideration of this request and we look forward to receiving whatever support you can provide.

Yours sincerely,


 Anthea Buxton
 Treasurer
 For and on behalf of
 St Johns Parochial Church Council

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