

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 Tuesday 20 July 2021 at 6.00pm in the Ballroom, Sandbach Town Hall.

The Meeting will be opened by the current Chair.

1. EVENTS SUB-COMMITTEE CHAIR

To appoint Chair.

2. EVENTS SUB-COMMITTEE VICE-CHAIR

To appoint 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 7 APRIL 2021

6. FAMILY FUN DAY EVENTS

Lead: Meeting Clerk

Action: To provide a progress report and agree any next steps if required.

7. PARTY IN THE PARK

Lead: Meeting Clerk

Action: To provide report on the current state of the event and agree next steps.

8. MARKET TOWN FESTIVAL

Lead: Meeting Clerk

Action: To provide a progress report and agree next steps if required.

9. WELLBEING EVENT

Lead: Meeting Chair

Action: To provide a progress report and agree next steps.

10. CORRESPONDENCE

There is none.

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.

The Clerk reported that little progress has been made since the last meeting. The Events Officer has set out a plan for a series of activities which will run from June 2021. As the first events start in June, the Clerk asked for steer on publicity.

RESOLVED: that the report be received. Plans for publicity are detailed below.

5. PARTY IN THE PARK

Lead: Meeting Clerk

The Clerk confirmed that all main bookings are in place, although there remain a number of administrative tasks to be completed.

The Clerk will develop a procedure for the management and issue of numbered wristbands, either via dedicated outlets or on the gate and will ensure that it is implemented as the promotion commences

The Clerk will liaise with Foden's Band regarding the programme, to ensure that copies are printed in time for the event.

Volunteers will be required and allocated specific tasks. Strict instructions need to be provided on gate management.

The Clerk drew attention to 21 June, when all covid restrictions might be dropped. She said that she will include Covid safety measures in all plans and risk assessments. Consideration will be given to opening additional entry gates, to try to avoid queuing congestion.

Advisory letters to local residents will be delivered, with social media posts being made regarding the use of fireworks.

It was agreed that any Councillor volunteering to help with the evening, will be offered a reduced price ticket of £5.

A steer on publicity was sought.

RESOLVED: that the report be received. Plans for publicity are detailed below. The Clerk to be responsible for the implementation of wrist band procedures.

6. MARKET TOWN FESTIVAL

Lead: Meeting Clerk

The Market Town Festival will take place in September. As this is still some months away, focus is on the earlier events and activities. It was confirmed that all Market Festival Activities have been booked and confirmed.

A steer on publicity was sought.

RESOLVED: that the report be received. Plans for publicity are detailed below.

7. WELLBEING EVENT

Lead: Meeting Clerk

There was discussion about the date of the event, as the Operational Support Officer will be on annual leave. Due to the amount of work already undertaken by volunteers, it was agreed that the date of 7 August would remain.



The Operational Support Officer has circulated a chart showing all expressions of interest to be involved.

There have been suggestions to invite other related organisations, such as Everybody Sport and Leisure.

It was suggested that the local Olympic Athlete (Mia) should be invited to open the event.

RESOLVED: that a Working Group is formed to:

1. Finalise Attendees
2. Draw up event schedule and site plan.

The Working Group will comprise of three Town Councillors Crane, Price Jones, plus one other and two community representatives.

That Mia be invited to open the event.

EVENT PROMOTION

Leaflets to be coordinated for:

Family Fun Activities and Town Hall General Promo

Party in the Park and Wellbeing Day

Market Festival and Sandbach Markets

Banners to be made up for

Party in the Park

Market Town Festival

Social Media and Website Promotion

8. CORRESPONDENCE

i. Love Music Trust

Email dated 9 March regarding a Series of Summer Performances and an offer to engage in STC events.

RESOLVED: that Love Music Trust will be invited to perform at the Wellbeing Event.

9. DATE, TIME AND PLACE OF NEXT MEETING

The next meeting will take place on 4 May 2021 at 6.00pm

The meeting closed at 7.53pm

G Merry, in the Chair

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