

# SANDBACH TOWN COUNCIL

## EVENTS SUB-COMMITTEE

**Minutes of the Meeting of Sandbach Town Council's Events Sub-Committee held on 17 July 2019 at 5.30pm in the Sandbach Literary Institution, Hightown.**

**PRESENT** Councillors: G Merry (Chair)  
P Eaton (Arrived 5:50pm)  
L Crane  
K Flavell  
D Jack

Officers: M Wellings – The Operational Support Officer  
A Banks – Town Clerk  
J Barber – Events and Promotions Officer

Also in attendance were Cllr Ian Williams and two representatives from Robert's Band.

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

Cllrs: R Hoffmann

### **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.

There were none.

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### **PUBLIC QUESTIONS**

The Chair of the meeting will adjourn the meeting to allow questions from members of the public.

Cllr Ian Williams stood to speak about the Family Fun Day. He noted that whilst doing Boules with children, he and his wife became very isolated from the rest of the event and had experienced issues with youths riding bicycles onto the boules pitches. Eventually they had to pack up the activity. Cllr Williams suggested that if he had had radios, other volunteers could have been made aware of these issues at the time. The potential future use of radios was noted.

Cllr Williams noted that he had been turned away as a volunteer at the Party in the Park. The Clerk of the meeting apologised for the inconvenience and noted that there had been an error in the collation of named volunteers.

After the questions the Chair immediately reconvened the meeting.

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### **3. TO APPROVE THE MINUTES OF THE EVENTS SUB-COMMITTEE HELD 12 JUNE 2019**

**Resolved:** That the Minutes be approved as an accurate record.

#### 4. CHRISTMAS CAROLS CONCERT 2019

Steven and Sarah attended from Roberts Bakery band to pitch a new event idea to the Sub-Committee – A Christmas Carol concert on the Cobbled Market Square. Booklets were handed out to Members that supported information given. Steven outlined the vision of the Concert which will involve Robert's, Foden's and Lions Brass Bands coming together to provide an hour of brass music on the evening of 20 December.

They have come to the Town Council for guidance concerning whether a permit is needed to raise money, street licences and road closures.

The Sub-Committee showed support for this event and agreed that a report should go to the Community and Environment Committee outlining the responsibilities of the Town Council and the Organisers, and requesting funds for road closures and a street collection permit.

**Resolved:** That the Clerk writes a report to go to the next Community and Environment meeting requesting for support for the event and the funding required.

#### 5. FAMILY FUN DAY DEBRIEF

The Operational Support Officer gave a brief report in which he stated that the day had been a great success, with a large number of attendees at the event. He also noted that all the stalls had been busy throughout the day, and the Brass Band had been a well-received addition to the event as it helped to provide some atmosphere. The Support Officer confirmed that the event had come in at £41 under budget.

Members requested that when the event is organised for next year, consideration is given to using walkie talkies to help address Cllr Williams' concerns that were aired in the public speaking session. It was also suggested whether shade should have been provided for members of the public to sit in.

**Resolved:** That the verbal report be received.

#### 6. PARTY IN THE PARK DEBRIEF

The Operational Support Officer gave a brief report in which he stated that the day had been a great success, with 552 tickets sold for the event. It was also pleasing that a large number of children were in attendance this year. The event came in at £3922.29 under budget.

Members questioned whether wrist bands could be used in place of tickets next year, to cut down on paper waste from tickets. It was also noted that children who had gained entry for free could be given a different coloured wrist band to make it easier for security staff and volunteers to differentiate between those who had come in with adults, and those who had tried to enter the park by climbing over other entrances.

It was also noted that in future events, more toilets may be needed to cope with the demand. Furthermore, it was reported that the lights that were used in the toilets were all stolen apart from 1. Toilets with pre-installed lights could be an option for next years event.

Concerns were raised by several Councillors who said that volunteers shouldn't pay for tickets. The Chair confirmed that this was a historic practice which had taken place every year, although this will be revisited when organisation of the event starts again.

Finally, Cllr Jack mentioned that he had received several complaints concerning the fireworks, despite letters being sent to all houses surrounding the park and leaflets distributed to every household in town. It was agreed that a price for silent fireworks be gained by the Operational Support Officer for consideration during planning of next years event.

**Resolved:** That the verbal report be received, and that the Sub-Committee formally apologised to Cllr Williams for the confusion at the gate when he arrived to volunteer at the event.

## 7. DONATIONS

Lead: Operational Support Officer

Action: To approve the following Donations from Budget Line 140 4820 (Community Events) for playing at Summer Events:

- i) £100 to the Coop Community Band
- ii) £250 to the Sandbach School Big Band

**Resolved:** That payment of the donations be approved.

## 8. FUTURE MANAGEMENT OF FAMILY FUN DAY AND PARTY IN THE PARK.

Following a short discussion where some Councillors displayed concerns that they wouldn't be able to have any input into the events, it was decided that organisation of the Summer Events will stay with the Sub-Committee for 2019-2020.

**Resolved:** That management of the events does not change and is reviewed after the 2020 Party in the Park and Family Fun Day.

## 9. MARKET FESTIVAL UPDATE

The Events Officer confirmed that a bird display had now been booked, and thanked Cllr Jack for his help in finding a suitable company. She also confirmed that North West Game have been booked as a food option and requested approval for funds for promotion and to book a circus skills stall for £200.

**Resolved:** That the Sub-Committee approved the following spends from the appropriate budget lines:

- 1) £200 for a Circus Skills Stall
- 2) £255 for 10,000 leaflets
- 3) £405 for a leaflet drop to all Sandbach Schools
- 4) Up to £300 for banners

## 10. 75<sup>TH</sup> ANNIVERSARY OF VE DAY

The consensus of the Committee was that there is an appetite to do something for the 75<sup>th</sup> Anniversary of VE Day, and that an item should be brought to the next meeting concerning Memorabilia through a contact known by Cllr Jack.

**Resolved:** That the Clerk of the meeting puts an item onto the next agenda concerning memorabilia at VE Day and informs the RBL that there is an appetite from the Council to do something.

## 11. MINERVA ARTS PROJECT

[Attached: Letter (Undated) received from Minerva Arts]

Lead: Operational Support Officer

Action: To establish if the Committee would like to commit to working with Minerva Arts in the future, and if a letter of support should be sent.

**Resolved:** Members confirmed that they are in support of proposals to hold a festival, but will not commit to being involved until more details are released. The Clerk of the meeting is to send a letter to Minerva Arts.

## 12. DATE, TIME AND PLACE OF NEXT MEETING

The next Events Sub-Committee Meeting will take place on Wednesday 21<sup>st</sup> August at 5.30pm on the Literary Institution.

The meeting closed at 6.10pm

G Merry, Chair

MW