

MINUTES OF THE MEETING OF THE **EVENTS SUB-COMMITTEE** HELD ON **WEDNESDAY 28<sup>th</sup> JANUARY 2026** AT 7.00 P.M. AT NEWTON'S PLACE, WOLBOROUGH STREET, NEWTON ABBOT.

**PRESENT** Councillors A Hall (Chairperson) Presiding  
B Bailey (Vice Chairperson)

Councillors J Bradford C Parker  
L Cooke P Parker  
C Davieson M Ryan  
A Ineson L Wood  
M Joyce

In attendance: Natalie Hicks - Events Co-ordinator  
Linda McGuirk - Principal Administrator

**E13. APOLOGIES FOR ABSENCE**

All members of the Events Sub-Committee were present.

**E14. INTERESTS TO BE DECLARED**

Councillor Brian Bailey declared a pecuniary interest in agenda item 6 by virtue of owning a food business in the town.

**E15. MINUTES**

The minutes of the Events Sub-Committee meeting held on the 24<sup>th</sup> September 2025 were received and signed as a correct record.

*Cllr J Bradford abstained from voting.*

**E16. PUBLIC PARTICIPATION**

None.

**E17. EVENTS FEEDBACK**

The Events Co-ordinator updated Members on the Christmas events held in 2025 and summarised the outcomes of the recent wash-up meeting. Overall, feedback was extremely positive, with Members agreeing that the events were fundamentally successful and that everyone involved should be proud of what was achieved.

Christmas Lights Switch-On

- The parade and crowd numbers were larger than in previous years.
- Members discussed plans to increase the size of the parade and encourage greater participation from local businesses.
- The need to increase entertainment provision around the Clock Tower was identified.
- It was suggested that the Christmas Market's contractor be asked to increase the number of gift stalls rather than food stalls.

Chair initials.....

- Christmas lights donation requests should be sent to all businesses in October/November.

### Christmas Markets

- Positive feedback was received from Christmas Market's contractor.
- Members noted the need to review the mix of stalls and the positioning of traders to avoid clashes with existing shops that are open and trading during the event.
- Local traders should be invited to trade outside their premises during the event.

### Santa and Fireside Selfies

- Members discussed the location of Father Christmas and agreed that he should return to the Clock Tower Grotto.
- Concerns were raised regarding lone working and safeguarding, particularly for volunteers working in the Clock Tower.
- It was noted that communication is easier within the Clock Tower setting.
- A discussion took place regarding DBS requirements, and it was agreed that the Events Co-ordinator would investigate the DBS requirements.

### Victorian Evening

- Charity feedback was positive.
- Members agreed that the new location on Bank Street created a great atmosphere.
- The sound system was not sufficient; it was agreed to explore employing a professional sound contractor.
- Members discussed the name of the event and were asked to consider potential alternatives. It was agreed that the Communications Advisor would compile a list of suggested names for consideration.
- Additional entertainment was identified as a requirement.

### Doggy Carol Service

- The event was well attended and well supported.
- Members considered the location and agreed that the event should remain in the same place.
- The introduction of a dog fancy dress competition was suggested.

### Lantern Parade

- The location of Father Christmas was not suitable due to the volume of people.
- Members agreed the parade itself was excellent.
- Additional security is required.
- Sound provision needs to be improved, with a professional sound contractor to be employed.
- The parade storyline should be streamlined, as it was felt to be slightly too long.
- Consideration should be given to an earlier school line-up, as the crowd was waiting a long time for the parade to arrive.
- A selfie frame was suggested.
- Rotary should be approached to support the event with marshals.

Chair initials.....

Members suggested that increasing the number of stalls would enhance all events.

Members expressed their thanks to the Events Co-ordinator and all those who supported and contributed to the delivery of the Christmas events.

It was suggested that the Events Co-ordinator contact Teignbridge District Council to establish whether any events are planned in the refurbished Market Square or on Queen Street.

#### **E18. EVENTS 2026**

The Events Co-ordinator gave a verbal update on events planned for 2026, as circulated prior to the meeting.

Members considered the list of proposed events for 2026, which had been circulated prior to the meeting, and the list was noted.

#### **E19. BAND CONCERTS**

Members discussed the list of band concerts, as circulated prior to the meeting, and the programme of band concerts for 2026 was noted.

It was noted that sponsorship is required for two of the band concerts.

Members also discussed the need to consider volunteer support for the PA system.

#### **E20. TOWN CRIER**

The Events Co-ordinator reported that the Town Crier resigned in December and that recruitment for the role is currently underway. A new policy, job description and person specification has been drafted in preparation for advertising the position.

It was noted that the Town Criers' Guild has been informed and is supporting the recruitment process.

Members were advised that the Town Criers' Competition can proceed without a resident Town Crier, the event could be supported by a member of the Guild.

The Events Co-ordinator was asked to enquire about the availability of a locum Town Crier for the Easter event.

It was confirmed that the appointed Town Crier will be issued with an agreement to sign and will be subject to an occupational health check.

It was agreed that The Cryer newsletter title should be standardised to align with the Guild's recognised terminology.

Chair initials.....

**E21. INCOME & EXPENDITURE**

Councillors expressed their thanks to the Events Co-ordinator for her exceptional budgeting.

The Chairperson, Councillor A Hall referred to the Income and Expenditure report for the period 1<sup>st</sup> April 2025 to 31<sup>st</sup> December 2025 for the Events Sub-Committee, previously circulated.

Accordingly, it was:

**RESOLVED** that the Income and Expenditure report for the period 1<sup>st</sup> April 2025 to 31<sup>st</sup> December 2025 for the Events Sub-Committee be hereby noted and accepted.

**E22. LATE CORRESPONDENCE**

None.

**E23. DATE OF NEXT MEETING**

The Chairperson closed the meeting and advised the next meeting of the Events Sub-Committee would be held on Wednesday 11<sup>th</sup> March 2026.

Meeting closed at 19:55 hrs.

Chairperson.....Date.....

Chair initials.....