

MINUTES OF THE MEETING OF THE **EVENTS SUB-COMMITTEE** HELD ON **WEDNESDAY 30<sup>th</sup> SEPTEMBER 2015** AT 7.00 P.M. AT THE TOWN HALL, GREAT WESTERN HOUSE, 9 DEVON SQUARE, NEWTON ABBOT

**PRESENT** Councillor Ms L Roberts (Chairman) Presiding  
Mrs J Cleave (Vice-Chairman)

Councillors Mrs C Bunday  
M Hocking  
D Howe  
Mrs A Jones  
Mrs S Kingdom  
C Parker  
K Purchase  
M Ryan  
Mrs L Sheffield

In attendance: Mrs Sally Henley – Town Development Manager  
Mrs Natalie Hicks – Events Co-ordinator

**E12. APOLOGIES**

No apologies for absence were received.

**E13. INTERESTS**

Councillors M Ryan, Mrs C Bunday, M Hocking, C Parker, D Howe and K Purchase declared personal interests in Agenda Item 5, Newton Abbot Carnival 2015.

**E14. MINUTES**

The minutes of the Events Sub-Committee meeting held on 24<sup>th</sup> June 2015 were received and signed as a correct record.

**E15. PUBLIC PARTICIPATION**

None.

**E16. NEWTON ABBOT CARNIVAL 2015**

The Chairman invited Carnival Chairman Councillor Mike Ryan to report on the Carnival 2015.

Councillor Ryan reported to Members on the success of Carnival week, and the presentation evening which was to take place on the 2<sup>nd</sup> November. The Carnival Committee entered the Newton Abbot float in roughly 11/12 Carnivals over the summer and had done very well with prize money. Councillor Ryan wished to pass on his thanks to all who helped out at the events. It was reported that they were now working on changing the float slightly ready for the Christmas events in the town.

*Councillors M Ryan, C Bunday, M Hocking, C Parker, D Howe and K Purchase declared personal interests in the item but took part in the discussion.*

**E17. EVENTS**

**A) Update – Summer Events**

## **i. Town Criers Competition**

The Sub-Committee received a verbal report by the Events Co-ordinator on the Town Criers Competition. The event was discussed at length and Members looked at areas of improvement going forward, including hot drinks flasks and blankets to keep the judges warm, the change of format so there was not such a long lunch break in the middle and seating for the public. All items were noted and were to be investigated. It was also suggested if the location of the event might be changed and Golden Lion Square exhibition space was suggested. There were mixed feelings about the location and whether there would be enough space to accommodate the event at Golden Lion Square. It was decided to investigate further and an item be placed on the Events Sub-Committee agenda in March 2016.

## **ii. Cheese & Onion Fayre**

The Events Co-ordinator reported verbally on the Cheese and Onion Fayre. The day had been considered a success and footfall in the town had been high. The craft stalls as well as the children's entertainment had been busy all day as well as the successful pasty auction. The cheese curling game had also worked well again and was suggested that an additional game was introduced for 2016. Another improvement for following years was to look into cooking demonstrations for Courtenay Street as it was believed it would draw more footfall.

Members passed on their thanks to all for helping on the day, but it was mentioned more councillors' involvement would be appreciated next year.

## **B) Christmas Events 2015**

### **i) Lights Switch-On**

The Town Development Manager reported on Christmas events planned for 2015. Members noted a Christmas events programme which had been tabled listing all the Christmas events planned for November and December.

The light switch on event was discussed at length, crowd management and the rolling road closure was key for a successful event. It was stated that the Council's Handyman now had Chapter 8 certification so will be carrying out the road closure and will need to drive the Council van at the end of the procession. It was noted that a fireworks company had been sourced and it was hoped to have fireworks/pyrotechnics for the finale of the event from the roof of the Clock Tower. Communication between marshals was also discussed and it was believed that mobile phones did not work when the town was so busy and noise levels high. It was suggested that the Events Co-ordinator investigate the purchase of radios and crowd control barriers for the event to make its management more effective. After a long discussion on the light switch on it was

**RESOVLED** that a Working Party be formed within the next month to discuss further the event and tasks to be carried out on the day.

### **ii) Victorian Evening**

The Events Co-ordinator reported on Victorian Evening. The main entertainer had been booked for the evening being 'Elfic the Jester'; along with a balloon modeller; a stilt walking policeman; and bell ringing. Members noted the update and looked forward to another successful event.

### **iii) Lantern Parade**

Members received a report on the progress of the event for 2015. Again the lantern parade would be held in conjunction with the Mayor's Carol Service. It was noted that

all eight Newton Abbot primary schools had been contacted and seven were taking part. All workshops would be held at Seale Hayne during the week along with the public workshop on Saturday 28<sup>th</sup> November. The Events Co-ordinator and artist Tony Gee were liaising with all the schools to confirm all details. It was suggested a site meeting be held closer to the time to discuss location of music at the Tower, staging and crowd control barriers.

### **C) Remembrance Sunday 8<sup>TH</sup> November**

The Events Co-ordinator verbally reported on Remembrance Sunday. It was noted that the lone piper had been booked again to lead the procession. Also booked were the Salvation Army band and a local singer to lead the hymns at the War Memorial. Members were also informed about the research which had been carried looking into the purchase of the Council's own road closure signs and for the Handyman to carry out the closure in future years. Member were of the view that would be a good idea for the future and would result in a saving being made on Remembrance Parade road closure costs. Information on costings to be placed on the March 2016 Events Sub-Committee agenda.

### **D) Dates for 2016 Events**

The Events Co-ordinator reported the dates of the events in 2016. It was

**RESOLVED** that

- a) the Barham Cup to be held on Friday 22<sup>nd</sup> July at 7.15pm;
- b) the Autumn Fayre be held on Saturday 3<sup>rd</sup> September;
- c) the Town Criers Competition be held on Saturday 10<sup>th</sup> September;
- d) the Remembrance Service be held on Sunday 13<sup>th</sup> November;
- e) the Christmas Light Switch-On be held on Saturday 26<sup>th</sup> November;
- f) the Victorian Evening be held on Wednesday 7<sup>th</sup> December;
- g) the Lantern Parade and Mayor's Carol Service be held on Wednesday 14<sup>th</sup> December.

Members requested that the list of proposed dates for 2016 events be emailed to all Town Councillors for information.

### **E18. DURATION OF MEETING**

At 9.00 p.m. during consideration of the above item and in accordance with Standing Order No. 26 it was

**RESOLVED** that the meeting continue for a period no longer than 30 minutes.

### **E19. ADVERTISING**

Members noted a table of different forms of advertising available for the Christmas period and subsequent costings (previously circulated). Members carried out an in depth discussion on advertising both paid for and free. It was considered that social media advertising such as Facebook was a great free mode of advertising and needed to be carried out for Christmas. Councillor Ann Jones offered her services and was happy to produce a new Facebook page solely to promote the Town Council events. It was suggested that due to the lack of budget for advertising in the current year and the

forecasted budget spend, that no additional paid for advertising was to be carried out for Christmas.

**E20. INCOME & EXPENDITURE / BUDGET REQUIREMENT 2016/17**

A. The remaining budget of £9,285.00 was noted by the Sub-Committee. Members also noted that there were still items of large expenditure to be incurred including Remembrance Sunday, upcoming Christmas events such as Light Switch On, Victorian Evening and the Lantern Parade as well as the purchase of crowd control barriers and event radios for communications. It was therefore predicted that the Events Sub-Committee was looking at a potential overspend on its 2015/16 budget. Arising from that it was

**RECOMMENDED** that the Amenities Committee be requested to assist the Sub-Committee in the current year by purchasing items which were event assets including gazeboes, crowd control barriers and communication radios.

B. Members then discussed the budget requirement for 2016/17. Members agreed that an increase of budget was required as well as assistance with the purchase of assets in the current year.

Arising from discussion it was

**RECOMMENDED** to the Amenities Committee that a budget of £16,000 being an increase of £1,000 was required for 2016/17, in addition to the passing on of the asset costs to Amenities for 2015/2016 identified in A. above.

C. The budget breakdown of each event was noted.

**E21. LATE CORRESPONDENCE**

None

**E22. DATE OF NEXT MEETING**

Wednesday 6<sup>th</sup> January 2016

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Chairman