

MINUTES OF THE MEETING OF THE **EVENTS SUB-COMMITTEE** HELD ON **WEDNESDAY 3<sup>rd</sup> OCTOBER 2018** AT 7.00 P.M. AT THE TOWN HALL, GREAT WESTERN HOUSE, 9 DEVON SQUARE, NEWTON ABBOT

**PRESENT** Councillors Ms L Roberts (Chairman) Presiding  
Mrs J A Jones (Vice-Chairman)

Councillors	Mrs C Bunday	M Joyce
	Mrs J Cleave	C N Parker
	M Hocking	M Pilkington
	R Jenks (Dep mayor)	K Purchase (Mayor)

In attendance: Natalie Hicks– Events Co-ordinator  
Sally Henley – Town Development Manager  
Alexandra Robinson - Committee Administrator

## E14. APOLOGIES FOR ABSENCE

Apologies for absence were received on behalf of Councillors C Coyle-Moore, D Howe and M Ryan.

## E15. INTERESTS TO BE DECLARED

Councillors Mrs C Bunday, M Hocking, Mrs A Jones, C Parker and K Purchase gave notice of their intention to declare personal interests in Minute E18, Newton Abbot Carnival 2018

## E16. MINUTES

The minutes of the Events Sub-Committee meeting held on 13<sup>th</sup> June 2018 were received and signed as a correct record.

## E17. PUBLIC PARTICIPATION

None.

**E18     NEWTON ABBOT CARNIVAL 2018**

The Chairman invited the Vice-Chairman of the Carnival Committee, Councillor Mrs Carol Bunday, to update the Sub-Committee on the 2018 Carnival. Councillor Mrs Bunday was pleased to report that the Carnival had been a fabulous week. The carnival season started with the Crowning of the Carnival Queen and her attendants on 30<sup>th</sup> June and the South Brent Carnival the same evening. Carnival week in Newton Abbot started on Sunday 8<sup>th</sup> July and although a couple of events had to be withdrawn at short notice due to the World Cup Football event the remainder of the week was busy and events were very well attended. Councillor Mrs Bunday made particular note that there were 24 teams for the Quiz Night raising over £200 in the draw and fun of the Duck Race was added to by the Town Council's very own special duck in the guise of the council's handyman. Given the huge popularity of the Bingo night the Carnival Committee may need to consider a larger venue for 2019. The week finished with the Carnival Parade and a concert on the Sunday organised by Christians Together. Councillor Mrs Bunday complimented the Carnival Queen and her attendants on their great demeanour throughout the busy season, attending all the Carnivals on the South Devon circuit and their cheerful nature even in poor weather. Councillor Mrs Bunday concluded her report by inviting all Councillors to attend the forthcoming Carnival AGM to be held on 29<sup>th</sup> October 2018.

The Chairman thanked Councillor Mrs Bunday and all the members of the Carnival Committee and those involved in this year's Carnival on behalf of the Town Council for their tremendous efforts in providing an excellent Carnival for the town.

*Councillors M Hocking, Mrs C Bunday, Mrs J A Jones, C Parker and K Purchase having declared personal interests in the item took part in the discussion.*

## E19. **EVENTS UPDATE**

The Chairman invited the Events Co-ordinator to update Members on the 2018 summer and early autumn events as outlined in the summary report, previously circulated. Mrs Hicks added to the points contained in the report raising the following:

**A. Autumn Fayre** was held on 1<sup>st</sup> September and the regular games such as Cheese Curling and Cheese Skittles were a success despite holding them in the Market Square due to the ongoing refurbishment works in Market Walk. There was a savoury theme to the Bake Off; Cheese Straws. Whilst this did not prove to be as popular as the sweet themes held in previous years it gained five entrants and consideration would be given to the theme next year. There was a good number of craft stalls, the number of stalls only being limited by the space allowed.

**Town Criers** – This was, Mr Nigel Kennieson's first year as Town Crier together with 12 other Criers. As host crier Mr Kennieson had selected Hedgehogs as the topic for the second cry, which proved to be very popular. It was noted that there was a larger number of spectators for the event therefore consideration would be given to providing additional seating at next year's event and overall the event went very well.

**Band Concerts** – Mrs Hicks reported that all the events had been sponsored in advance and were well attended, with a good variety of bands being selected. The concerts benefitted from good weather with only one having to be held in the 'wet weather venue' at St Paul's Church. The Chairman thanked everyone involved in the setting up and attending the events.

**B. Christmas Events** – Mrs Hicks reported on the events for the lead up to Christmas and raised a few points to be clarified. She confirmed that arrangements for the Christmas Light Switch On (24<sup>th</sup> November) were well underway; the PA equipment had been booked along with the children's entertainers and a firework display would follow the Switch-on from the Clock Tower roof using 'close proximity' fireworks to minimise the potential fall out as far as possible.

Mrs Hicks referred to the arrangements for Santa's Grotto noting that there were still a number of vacancies for sessions. In noting that many of the Members would be engaged in other activities at similar times the sessions still needed to be filled to guarantee the Grotto would be open for all the sessions, therefore Members were requested to contact Mrs Hicks before the end of the week to enable the sessions to be confirmed and to meet the publication deadline for the events.

Members discussed the arrangements for bringing Santa and his 'sleigh' to the front of the stage and various options were offered to enable Santa to be visible to the public in the most timely fashion. Mrs Hicks suggested that there be a further site visit to finalise the arrangements.

Victorian Evening would be held on 5<sup>th</sup> December and the entertainers had been confirmed. The Lantern Parade would be the following Wednesday on 12<sup>th</sup> December and all the schools had confirmed their attendance at the workshops and up to 25

children from each school would be involved in the parade, the theme being 'Up in the Air'. In conclusion Mrs Hicks reported that Rock Choir had been confirmed to attend the Mayor's Carol Service on the third Wednesday, the 19<sup>th</sup> December 2018.

Mrs Henley added that she was in the process of organising 'Small Business Saturday' on 1<sup>st</sup> December, to include a 'pop-up' shop offering small business advice and provide a celebratory event for the small businesses of the town. Mrs Henley reported that there would be a range of musical events in the town on the Saturdays leading up to Christmas as per last year and Teignbridge District Council had arranged for 'Characters' such as Snow White, Star Wars and this year the Town Council have ordered the addition of the Squirrel Nutkin family to walk about the town on Saturday 15<sup>th</sup> December 2018. Born Hectic had been commissioned to organise the food stalls for Victorian Evening.

The Chairman thanked Mrs Hicks and Mrs Henley for the well organised events, throughout the summer and she looked forward to the forthcoming Christmas events. Councillor Roberts thanked all those Members involved and encouraged everyone to work together to ensure that the Grotto sessions were able to go ahead.

### **C. Confirmation of Proposed Dates for events in 2019**

The Chairman invited Members to consider the proposed dates for 2019 events, previously circulated. Members noted the proposed dates for events in 2019, following discussion, it was;

**RESOLVED** that

a) Band Concerts:

Sunday 12<sup>th</sup> May;  
Sunday 9<sup>th</sup> June (SW Comms Band);  
Sunday 7<sup>th</sup> July;  
Sunday 14<sup>th</sup> July (Carnival Praise);  
Sunday 11<sup>th</sup> August; and  
Sunday 8<sup>th</sup> September 2019.

b) Autumn Fayre be held on Saturday 7<sup>th</sup> September 2019

c) Town Criers Competition be held on Saturday 14<sup>th</sup> September 2019

d) Remembrance Sunday be held on Sunday 10<sup>th</sup> November 2019

e) Christmas Lights Switch be held on Saturday 23<sup>rd</sup> November 2019

f) Victorian Evening be held on Wednesday 4<sup>th</sup> December 2019

g) Lantern Parade be held on Wednesday 11<sup>th</sup> December 2019

h) Mayor's Carol Service be held on Wednesday 18<sup>th</sup> December 2019

The Chairman thanked both Mrs Hicks and Mrs Henley for their informative reports and valuable update to Members.

### **E20. TOWN DEVELOPMENT MANAGER UPDATE**

The Chairman invited the Town Development Manager, to update Members on the town centre events held throughout the summer. Mrs Henley reported on the following events.

**A. Motor Shows** – Similar to last year there were two Motor Shows held during the summer; the first in June and the second held last weekend. Mrs Henley was delighted that the weather was obliging and that there an excellent range of cars on display with musical accompaniment from the Booze Brothers. She offered her thanks to the Mid Devon Advertiser for their support of the event. She offered her thanks to the Mayor and Mayoress for their attendance on both occasions.

**B. Summer Nights** – Following the success of the event last year, the Summer Nights were repeated again this summer, over three events in June, July and August. The Town Council, in partnership with Teignbridge District Council put on music, light entertainment and a those from the Newton's Place Project, with a minimum of 12 food vendors at each event as organised by Born Hectic. Subject to funding from the District Authority, Mrs Henley hoped to be in a position to put the events on again in 2019.

Members noted the positive feedback received on the events in the town and the Chairman thanked Mrs Henley for her efforts in achieving such well attended and enjoyable events.

## **E21. WWI 1918-2018 100 YEAR COMMEMORATION**

The Chairman invited Mrs Hicks to outline the arrangements for Remembrance Sunday which would mark the 100 year commemoration of WWI 1918-2018 which would in fact fall on the Sunday, 11<sup>th</sup> November 2018. Given the significance of the commemoration the Events Co-ordinators had made advanced preparations for the day, which would include additional elements to mark the occasion, these had been summarised in an item tabled at the meeting. Mrs Hicks reported that there would be the usual service with a procession through the town and a marching band and she then highlighted the following elements that would contribute to the extended service this year, which included:

- A Newton Abbot themed poppy pin badge;
- The reading of all 230 names of the people who lost their lives in the WW1 during the service;
- Two silhouette figures at the War Memorial;
- A commemorative bench for the War Memorial;
- A special flower bed in Courtenay Park which will have 230 wooden crosses in, each with the name of the men who lost their life in WW1,
- Large poppies to be secured to lamp posts throughout Queen Street;
- Beacon lighting in the evening at 7pm (3 locations),
- Bell ringing just before 7pm at selected churches in the area including Highweek and St Leonards Tower;
- A special town cry at the Highweek beacon at 7.05pm by Town Crier;
- Purchase of 3 commemorative flags for the War Memorial on the day;

Members expressed their support for the additional elements to the service and commended the Events co-ordinators for their efforts to date. Members noted the purchase of a commemorative bench to be situated by the War Memorial and Mrs Hicks was requested to investigate the purchase of a second bench in the town.

## **E22. ACCOUNTS/INCOME & EXPENDITURE STATEMENTS**

The Chairman referred to the Income and Expenditure statements for 1<sup>st</sup> April – 21<sup>st</sup> September 2018 for the Events Sub-Committee, previously circulated, and advised Members that no questions had been received in advance of the meeting.

The Chairman invited any further queries to be raised at the meeting. There being no additional questions, accordingly it was;

**RESOLVED** that a) the Income and Expenditure Statements for Events Sub-Committee be hereby noted and accepted and  
b) the Events Sub- Committee retain a 'stand still' budget of £19,000 for 2019/20.

**E23. DATE OF NEXT MEETING**

As the Chairman closed the meeting, she thanked those involved in the forthcoming events and encouraged all Members to support and help as they were busy events.

The next meeting of the Events Sub-Committee would be Wednesday 9<sup>th</sup> January 2019.

-----  
Chairman