

MINUTES OF THE MEETING OF THE **EVENTS SUB-COMMITTEE** HELD ON **WEDNESDAY 12th JUNE 2019** AT 7.00 P.M. AT THE TOWN HALL, GREAT WESTERN HOUSE, 9 DEVON SQUARE, NEWTON ABBOT

PRESENT Councillors Mrs C Bunday (Chairman) Presiding
Mrs K Crout (Vice-Chairman)

Councillors C Davieson R Jenks (Mayor)
R Hall Mrs A Jones
B Hayes M Joyce (Dep Mayor)
R Hayes C N Parker
M Hocking Mrs L Sheffield
D Howe

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

E1. ELECTION OF CHAIRMAN OF THE EVENTS SUB-COMMITTEE 2019/20

Nominations were received for the election of the Chairman of the Events Sub-Committee for the year 2019/2020.

Accordingly, it was

RESOLVED that Councillor Mrs C Bunday be elected Chairman of the Events Sub-Committee for the year 2019/2020.

E2. MINUTES

The minutes of the Events Sub–Committee meeting held on 6th March 2019 were received and signed as a correct record.

E3. APOLOGIES FOR ABSENCE

Apologies for absence were received on behalf of Councillors C Jenks and M Pilkington.

E4. INTERESTS TO BE DECLARED

Councillors Mrs C Bunday, M Hocking, R Hayes, Mrs A Jones, and C Parker gave notice of their intention to declare personal interests in Minute E8, Newton Abbot Carnival 2019.

E5. APPOINTMENT OF VICE-CHAIRMAN OF THE EVENTS SUB-COMMITTEE 2019/20

Nominations were received for the appointment of the Vice-Chairman of the Events Sub-Committee for the year 2019/2020.

Accordingly, it was

RESOLVED that Councillor Mrs K Crout be appointed Vice-Chairman of the Events Sub-Committee for the year 2019/2020.

E6. PUBLIC PARTICIPATION

None.

E7. TERMS OF REFERENCE

Councillors considered the Terms of Reference for the Events Sub-Committee and noted that both the Civic Service and Band Concerts had been agreed to be included within the document. Following its consideration, it was;

RESOLVED that the Terms of Reference for the Events Sub-Committee, were hereby agreed and adopted.

E8. NEWTON ABBOT CARNIVAL 2019

The Chairman as Vice Chairman of the Carnival Committee, Councillor Mrs Carol Bunday gave an update to the Sub-Committee on the plans for the 2019 Carnival. Councillor Mrs Bunday reported that the Carnival Float was well underway, the Queen and her attendants had been selected and she thanked Councillor Mrs A Jones on selecting superb outfits. Councillor Bunday noted that the tickets for the 'Duck Race' were on sale she encouraged all councillors to assist in the sale of tickets as the proceeds directly benefitted the Carnival Charity. Councillor Bunday highlighted the itinerary for Carnival Week, in particular the Quiz Night, and noted that the week's events had been publicised in the Events Diary. She welcomed volunteers for all the events but particularly the Carnival Procession as this would assist in smooth running of the event. The Mayor endorsed the request for help for the Carnival.

Councillor Parker reported that following changes to regulations regarding insurance that all stall holders are required to have individual public liability insurance cover and whilst almost all of them did; that one stall holder has had to withdraw from the event since it is not viable for her to have insurance cover for the one event. Councillor Parker confirmed that the regulations (as advised by the district authority) prevented the Carnival Committee from providing umbrella cover for the smaller traders; and it was hoped that it did not deter other stall holders in the future.

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

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

E9. BAND CONCERTS 2019

The Chairman invited the Events Co-ordinator, Mrs Natalie Hicks to provide an update on the upcoming events for the town. Mrs Hicks reported that despite the relatively poor weather that the two band concerts held this year had both raised over £110 towards the Mayors Charity. The second concert had not been sponsored therefore the Events Sub-Committee would pay the band fee. Whilst this was unfortunate Members noted the considerable efforts of Mrs Winsborrow in securing sponsorship for all the remaining concerts and the excellent variety of bands scheduled for each occasion. The Mayor commended the quality of the SW Comms Band who performed on Sunday 9th June and who are listed within the national premier band league. They had given an excellent performance and Members would welcome their attendance on a future occasion.

Members welcomed the variety of bands and expressed their thanks to Mrs Winsborrow for her organisation of these popular events.

E10. **AUTUMN FAYRE**

Mrs Hicks reported that preparation was well underway for the event to be held on Saturday 7th September 2019. Craft Stalls were beginning to book and the children's entertainers had been confirmed to include a balloon modeller and face painter. Members discussed the location of the Cheese Curling and Skittles events and suggested that the Market Square provided more space providing the weather was good but that perhaps Market Walk could be considered as a contingency plan. Mrs Hicks reported that she had received confirmation of local sponsorship for family meal vouchers from the Toby Carvery and Twelve Twenty. Members discussed the possible options for the Bake-Off Competition and perhaps the inclusion of a childrens category to encourage family entries to the competition. The Chairman invited Members to contact Mrs Hicks with their suggestions for the Bake Off Competition and thanked the Events Co-ordinator for her efforts to date.

E11. **TOWN CRIERS COMPETITION**

Mrs Hicks further reported on the Town Criers Competition scheduled for 14th September 2019 and noted that 10 of the 15 places had been confirmed and Nigel Kenneison would promote the remaining place via social media. He had chosen the theme for the second 'Cry' to be 'Horses'. Mrs Hicks invited the new Councillors to judge the competition and the Chairman suggested that they contact Mrs Hicks for further details. Mrs Hicks confirmed that they had received the Ale from Teign Worthy Brewery and the SIBA as sponsored prizes for the event, together with prizes from Austins. Members thanked the sponsors for their continued support for the event. There would be a new escort alongside the Town Crier this year, Leonard Hightower; a 30cm tall handmade knitted Town Crier, a delightful little character who has a presence on social media and those interested can follow his travels. A second handmade figure will be awarded as a prize for the best overall Cry at the competition.

E12. **VE DAY 2020 – 75th ANNIVERSARY**

The Chairman invited the Events Co-ordinator to update Members on the plans for the VE Day 75th Anniversary celebrations. Mrs Hicks advised that the early May Bank Holiday has been moved to Friday 8th May, to mark the anniversary and encourage celebratory events throughout the weekend and she highlighted possible activities for the town to include additional bunting, a party in the park and bell ringing. Members considered the variety of possible activities and made several suggestions which included; live music in the town centre and childrens activities; a band concert with afternoon tea, bell ringing, fireworks, lighting of the beacons, bagpipes and the involvement of the cadets from the ATC, Police and Fire services. This was not an exhaustive list and some items may not be possible that weekend but the Chairman invited members to contact Mrs Hicks with further ideas and emphasised that key events should be booked as soon as possible, to secure their attendance at this important event. Mrs Hicks noted that there would be a meeting with the Royal British Legion and the local churches to coordinate arrangements for events that weekend. The Chairman invited all councillors to get involved and support the events planned for the weekend. Accordingly, it was:

RESOLVED that the Town Development Manager be authorised to book the Liberty Sisters live entertainment for Saturday 9th May and the Events Co-ordinator book the SW COMMS Band for the Band Concert on Sunday 10th May 2020 and for Mrs Hicks to report further at the next meeting of the Events Sub-Committee on 2nd October 2019.

E13. **TOWN DEVELOPMENT MANAGER – UPDATE**

The Chairman invited the Town Development Manager, Mrs Sally Henley to update members on the forthcoming summer events to be held in the town. Mrs Henley reported that Wolborough Primary School had performed dancing at the May-Pole next to the Clock Tower in celebration of May Day which proved to be very popular among residents and visitors. She advised that the local schools were due to sing in the town the following day but this had been postponed until September due to the inclement weather. The first of the two Motor Show events was held in the town the previous Saturday. There were over 70 exhibitors and it had received very positive feedback. There was live music from the Liberty Sisters and members extended their support for them to be re-booked at a future event. Despite the poor weather the town was vibrant, and the event well supported. The event's media coverage was supported by the Mid Devon Advertiser who had provided free advertising and run a competition in the local press alongside.

This forthcoming Saturday 15th June 2019, would mark the first of the three Summer Nights events run in conjunction with the District Council and Born Hectic to provide street food and family entertainment from 5pm through to 9pm. The second and third Summer Nights would be held on 13th July and 17th August respectively. Mrs Henley reported that following an introduction from Councillor Mrs Ann Jones she had been able to organise a team of Polish Dancers to perform before the Crowning of the Carnival Queen on Saturday 29th June and again in the afternoon which will be a great addition to the day's events.

Mrs Henley concluded by thanking members for their support and welcomed their involvement at all the forthcoming events. The Chairman thanked Mrs Henley for her efforts to date.

E14. **TOWN CENTRE HERITAGE GALA 2020 – NEW EVENT**

The Chairman invited the Events Co-ordinator to update members on proposals for a new event for the town. Mrs Hicks advised that she, Miss Burrigge and Mrs Henley had attended a meeting with the new manager of the Library, Mrs Lynne West at which they discussed future partnership working for the benefit of the town. They gave initial consideration to a new event to celebrate the town's heritage and to encourage the development of the town's Cultural Quarter following the opening of Newton's Place and its proximity to the Passmore Edwards, the Clock Tower and other key sites in the vicinity. Whilst proposals were in their infancy, Mrs Hicks welcomed ideas and suggestions for such an event. Members welcomed the idea of the new event, in partnership with the library, to celebrate the town's heritage and the Chairman invited them to offer their suggestions to Mrs Hicks. Members enquired on the best approach to move the project forward and Mrs Henley offered to seek further information from the Library Manager.

Following discussion among members, accordingly it was;

RESOLVED that Mrs Henley be authorised to make further enquiries with the Library Manager as to the development of proposals for the new event, Town Centre Heritage Gala 2020 and to report back to the next meeting of the Events Sub-Committee on 2nd October 2019.

E15. **ACCOUNTS/INCOME & EXPENDITURE STATEMENTS**

The Chairman referred to the Income and Expenditure statement for 1st April 2018 to 31st March 2019 for the Events Sub-Committee, previously circulated, and advised Members that no questions had been received in advance of the meeting. The Chairman invited queries to be raised at the meeting. Following consideration of the Income and Expenditure statement, accordingly it was;

RESOLVED that the Income and Expenditure Statement for 1st April 2018 - 31st March 2019 for Events Sub-Committee be hereby noted and accepted.

E16. LATE CORRESPONDENCE

The Chairman invited the Events Co-ordinator to update Members on a report tabled at the meeting from the Newton's Place PR/Media Consultant, Mr Nigel Canham. Mrs Hicks noted that Mr Canham had made arrangements to ensure that the Newton's Place Project team had a presence at all of the forthcoming Town Council events, where upon he would provide an opportunity for residents to engage on the project and for there to be a childrens activity. He would also provide access to the 3D fly-through video to demonstrate the artist impression of the interior design of the building. Mr Canham sought the involvement of members at each of the events and it was hoped that Councillors could assist in supporting the stall alongside their involvement at the town centre events. Members noted that it was very important to ensure that there was sufficient cover for the town centre events to ensure their smooth running as well as providing support for Newton's Place. Following the discussion, it was:

AGREED that the Town Development Manager contact Mr Canham to suggest that Councillors would be available to assist at the Motor Show and Summer Nights events.

E17. DATE OF NEXT MEETING

As the Chairman closed the meeting, she thanked Members and all those involved in the events for their continued effort and support.

The next meeting of the Events Sub-Committee would be Wednesday 2nd October 2019.

Chairman