

MINUTES OF THE MEETING OF THE **EVENTS SUB-COMMITTEE** HELD ON **WEDNESDAY 29th SEPTEMBER 2021** AT 7.00 P.M. AT NEWTON'S PLACE, 43 WOLBOROUGH STREET, NEWTON ABBOT

PRESENT Councillors Mrs C Bunday (Chairman) Presiding
M Ryan (Vice-Chairman)

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

In attendance: Natalie Hicks – Events Co-ordinator
Alexandra Robinson - Principal Administrator

E1. ELECTION OF CHAIRMAN OF THE EVENTS SUB-COMMITTEE 2021/22

Nominations were received for the election of the Chairman of the Events Sub-Committee for the year 2021/2022.

Accordingly, it was

RESOLVED that Councillor Mrs C Bunday be elected Chairman of the Events Sub-Committee for the year 2021/2022.

E2. APOLOGIES FOR ABSENCE

Apologies for absence were received on behalf of Councillors Ryan Hall, Rob Hayes, Chris Jenks and Mike Pilkington and Mrs Sally Henley Town Development Manager.

E3. APPOINTMENT OF VICE-CHAIRMAN OF THE EVENTS SUB-COMMITTEE 2021/2022

Nominations were received for the appointment of the Vice-Chairman of the Events Sub-Committee for the year 2021/2022.

Accordingly, it was

RESOLVED that Councillor M Ryan be appointed Vice-Chairman of the Events Sub-Committee for the year 2021/2022.

E4. MINUTES

The minutes of the Events Sub-Committee meeting held on 4th March 2020 were received and signed as a correct record.

E5. INTERESTS TO BE DECLARED

Councillors Mrs C Bunday, M Hocking, Mrs A Jones, C Parker and M Ryan gave notice of their intention to declare personal interests in Minute E8, Newton Abbot Carnival 2022 and Councillor Mrs K Crout in respect of Minute E10 Band Concerts, respectively.

E6. PUBLIC PARTICIPATION

None.

E7. TERMS OF REFERENCE

Councillors considered the Terms of Reference for the Events Sub-Committee. Following its consideration, it was;

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

E8. NEWTON ABBOT CARNIVAL 2022

The Chairman of the Carnival Committee, Councillor Mike Ryan gave an update to the Sub-Committee on the plans for the 2022 Carnival. He advised Members that the next meeting of the Carnival Committee would be held at 6.30pm on Monday 25th October at Newton's Place and the Committee welcomed new members. Councillor Ryan reported that Carnival week would be held from 3rd -10th July 2022 with the parade on Saturday 9th July 2022.

The Chairman thanked the Chairman of the Carnival Committee for his report and to those involved in the preparations and arrangements for next year's Carnival.

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

E9. EVENTS UPDATE

The Chairman invited the Events Co-ordinator to update Members on the forthcoming events. Mrs Hicks reported on the following events:

A. TOWN CRIERS

The Events Co-ordinator was pleased to report that fourteen had attended the event which included new Criers to the competition. It was a thoroughly enjoyable day which both participants and those attending recorded it as being one of the most well organised competitions in the region. Councillors had received very positive comments and both the Mayor and Chairman recorded their sincere appreciation to the staff and those involved in such a successful event.

B. BAND CONCERTS

The Events Co-ordinator reported on behalf of the Mayor's Secretary that three of the five concerts went ahead and were very well attended. The collections raised from each concert ranged from between £125-£200 and it was noted that families attending were happy to adapt to the requirements of the COVID-19 restrictions by bringing their own seating and adhering to social distancing. Councillor Hocking noted the use of the PA (Personal Address) equipment allowed the music to project further across the park which helped given the requirements for social distancing.

Councillors noted that Teignbridge District Council had scheduled repairs to the Band Stand from next spring and further details would follow but it would be assumed that it would not be available for use during the concerts scheduled summer 2022. The Chairman thanked Councillors for their support and involvement in the events and noted the lovely relaxed atmosphere.

C. REMEMBRANCE SUNDAY

The Events Co-ordinator reported that Remembrance Sunday would be held on 14th November 2021 with a parade from Courtenay Street through the town followed by a

Service of Remembrance to be held at the War Memorial. The Parade would include Military Band and Lone Piper, with a Bugler at the War Memorial. The event would be live streamed again this year following its successful introduction last year. A smaller service would be held at the War Memorial on Armistice Day 11th November 2021.

D. CHRISTMAS

The Events Co-ordinator explained that when planning for events they still had to consider the risks of transmitting COVID-19 and therefore they had approached the Christmas events with a view of celebrating the special time of year in a way that involved families in a safe environment. Whilst events would be held outside which would mitigate some risks that events should not encourage large clusters or groups of people and Councillors would recall the large numbers of people who had gathered at previous Christmas events in the town due to their success and popularity. With this in mind Mrs Hicks, outlined the arrangements for the following events:

Christmas Light Switch On will be held on Wednesday 24th November where Santa will travel through town on his sleigh leaving a trail of lights switched on behind him. A low key but safety conscious event that will allow families to catch a glimpse of Santa as he starts the Christmas season in Newton Abbot.

The Victorian Evening will be held on 1st December 2021 with Charity Stalls and mobile entertainment including stilt walkers and balloon modelling in conjunction with the late night shopping in the town.

The Lantern Parade has had to be cancelled for 2021, the advance preparation at a time when Covid restrictions were still in place and the risks associated with the involvement of all the local primary schools meant that it was not possible to hold the event which has previously attracted huge numbers of people. However, the evening will still provide music and light entertainment to accompany the late night shopping.

The Mayor's Carol Service will be held on 15th December 2021 outside the Clock Tower and Santa will be available on his sleigh to chat with families and provide a photo opportunity. Santa will also have a letter box and those children who leave their details will receive a reply from Mrs Christmas during the festive season.

Mrs Hicks reported on a new event – a digital app called 'Bepuzzled' an interactive treasure trail where families could follow the digital points located in the town. At each location participants can digitally collect a festive animal and if they complete the trail will be entered into a national prize draw to win a Nintendo Switch and local prize draw for vouchers at Austins Toy Department. The new interactive event will allow family friendly fun without encouraging crowds and would be a valuable additional event to offer for the Christmas period.

E. TOWN DEVELOPMENT MANAGER - UPDATE

The Events Co-ordinator updated Members on forthcoming Events arranged by the Town Development Manager, in her absence. Mrs Henley had arranged for live music in the town on each of the three Saturdays in December with the addition of a Birds of Prey demonstration and Dog Christmas Service to provide light entertainment in the lead up to Christmas.

The Chairman thanked Mrs Hicks for her verbal report and reiterated her appreciation on behalf of the Sub-Committee for the preparation underway for the forthcoming events. Accordingly, it was;

RESOLVED that the verbal report provide by Mrs Hicks on the forthcoming events be noted.

E10. BAND CONCERTS - 2022

The Chairman advised Members that the Sub-committee needed to consider the catering arrangements for Band Concerts in 2022 and invited the Principal Administrator to update Members.

The Principal Administrator reminded Members that refreshments were provided by a mobile food vendor at each of the Band Concerts and this had been the case for some years. In May 2019 the current vendor was elected as a Town Councillor. In 2020 the Band Concerts were cancelled due to the Government COVID-19 restrictions and whilst the Concerts were able to go ahead in 2021 no refreshments were available to purchase due to the ongoing restrictions and to adhere to social distancing. Looking ahead to the arrangements for Concerts to be held in 2022 Members were invited to consider the most practical arrangements for the provision of refreshments.

Members noted that whilst it was important to be able to provide light refreshments at the forthcoming Band Concerts that it was not good practice for Town Councillors to profit from the sale of goods at an event managed by the Town Council, this would be a breach of the Council's Code of Conduct. It was noted that Members individually give a great deal of their time to the Town Council without payment only being remunerated for their expenses for materials. Following a lengthy discussion among Members, it was:

RESOLVED to recommend to the Meeting of the Community & Heritage Committee that a) the current vendor be invited to continue to provide refreshments at the Band Concerts for the remainder of the term of office on a non-profit basis and b) that this would be reviewed at the end of the term of office in May 2023.

Councillor Mrs Karen Crout having declared a pecuniary interest left the room for the discussion and voting thereon.

E11. H. M. QUEEN PLATINUM JUBILEE CELEBRATIONS

The Chairman invited the Events Co-ordinator to update Members on the arrangements for Her Majesty the Queen Platinum Jubilee Celebrations to be held from 3rd- 5th July 2022.

Mrs Hicks reported that events on Friday 3rd July would include the lighting of the Beacons at Highweek, Wolborough and Buckland and a Lone Piper at the Highweek Beacon. Events on the Saturday will be held in the town centre and Sunday 5th will conclude with a Party in the Park with Band Concert, refreshments and Childrens Entertainment. Mrs Hicks added that the bunting would be installed in the town during Mid-May and Councillors noted that this may need to be renewed to ensure it was of a good standard. Councillor Parker requested that the flag holders predominantly located in Queen Street and Courtenay Street be assessed for their suitability for flags to be included as part of the commemorative decoration in the town. Mrs Hicks agreed to investigate a report previously circulated to assess the quality and suitability of the flag holders.

Mrs Hicks further reported that as part of the Queen's Green Canopy Initiative the Town Council would make arrangements for a tree to be planted in Victoria Gardens with a formal dedication ceremony to be held on 11th March 2022 that being the 70th day of the year. Councillors considered other ways that the Jubilee could be marked such as the Planning Committee giving consideration to the naming of new streets.

E12. H.M.S. TRIUMPH PARADE

The Chairman invited the Events Co-ordinator to update Councillors on the preparations for the Parade in the town. Mrs Hicks reported that since the last meeting of the Sub-Committee the COVID restrictions had prevented the event taking place as previously scheduled and the ship had been fully refurbished as was at sea. Mrs Hicks advised that a meeting would be arranged for the new year to discuss the details. Following discussion, it was:

AGREED that a further report would be provided by the Events Co-ordinator at the next meeting of the Events Sub-Committee on 19th January 2022.

E13. INCOME & EXPENDITURE/BUDGET REQUIREMENT 2022/23

The Chairman referred to the Income and Expenditure statement for 1st April 2019 to 21st September 2021 for the Events Sub-Committee, previously circulated, and advised Members that no questions had been received in advance of the meeting. The Chairman noted that whilst the Government restrictions had prevented some events from being held this year that the available budget could be used to support the additional events in 2022. Following consideration of the Income and Expenditure statement, accordingly it was;

RESOLVED that

- a) the Income and Expenditure Statement for 1st April – 21st September 2021 for Events Sub-Committee be hereby noted and accepted;
- b) that subject to the outcome of the assessment report on the Flag Holders in Queen Street and Courtenay Street that some of the existing budget be made available for repairs and
- c) that the Events Sub-Committee **recommend** to the Community & Heritage Committee on 13th October that it retain a 'budget of £22,000 (plus inflation where appropriate) together with a carry forward of any unspent budget into the year 2022/23 to allow for the expenditure in relation to the additional events; namely the H.M. Queen Jubilee Celebrations and H.M.S. Triumph Parade to be held next year.

E14. LATE CORRESPONDENCE

None.

E15. 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 19th January 2022.

Chairman