

MINUTES OF THE MEETING OF THE **EVENTS SUB-COMMITTEE** HELD ON **WEDNESDAY 27<sup>th</sup> SEPTEMBER 2023** AT 7.00 P.M. AT NEWTON'S PLACE, 43 WOLBOROUGH STREET, NEWTON ABBOT.

**PRESENT** Councillors M Ryan (Chairperson) Presiding  
A Hall (Vice-Chairperson)

Councillors R Buscombe C Davieson  
J Cook M Joyce  
L Cooke C Parker

In attendance: Natalie Hicks - Events Co-ordinator  
Sally Henley – Town Development Manager  
Linda McGuirk - Principal Administrator  
Nigel Canham - Communications Advisor

**E13. APOLOGIES FOR ABSENCE**

None. Councillor J Bradford did not attend.

**E14. INTERESTS TO BE DECLARED**

Councillor C Parker declared a non-pecuniary interest in agenda item 7 – Newton Abbot Carnival as he is Chairperson of the Carnival Committee.

Councillor M Joyce declared a non-pecuniary interest in agenda item 7 – Newton Abbot Carnival as he is a member of the Carnival Committee.

**E15. MINUTES**

The minutes of the Events Sub-Committee meeting held on the 5<sup>th</sup> July 2023 were received and signed as a correct record.

**E16. PUBLIC PARTICIPATION**

None.

**E17. EVENTS UPDATES**

a) The Events Co-ordinator gave a verbal update on the events held during the Summer/Autumn period 2023:

- Band Concerts were held on the 7<sup>th</sup> May, 11<sup>th</sup> June, 2<sup>nd</sup> July, 13<sup>th</sup> August and 10<sup>th</sup> September. All concerts were well supported and raised funds towards the Mayors Charity the 'Devon Air Ambulance'.
- Town Criers competition was held on the 9<sup>th</sup> September, an incredibly hot day with 13 Town Criers travelling from across from the South West to compete. Positive feedback was received from those participating and spectating. Prizes were donated by Austins department store.

Chair initials.....

Members discussed the Town Criers competition and agreed a new Town Criers uniform is required ahead of the Town Council's 50<sup>th</sup> Anniversary celebrations in 2024. The Events Co-ordinator will investigate and report back.

The Town Development Manager advised that several smaller events planned for the Town Centre had been cancelled due to inclement weather.

- The second Classic Car Show on the 16<sup>th</sup> September went ahead in torrential rain with over 50 cars and 3 street entertainers in attendance.
- Creative Newton Abbot have provided free craft activities in the town centre on the second Saturday of the month.
- Saturday 30<sup>th</sup> September 'Shuffle the Deck' clog dancers will be performing.

b) The Events Co-ordinator updated members on the Christmas events:

- Saturday 25<sup>th</sup> November 2023 - Christmas Light Switch On: Torbay Hospital Radio will compère the event. A rolling road closure is in place for Father Christmas and the Mayor to travel through town to the Clock Tower to switch on the Christmas lights. The Clock Tower will be open for 'Fireside Selfies'.

The Events Co-ordinator is working on plans to include additional floats in the procession. Members asked whether people will be walking in the parade, the Events Co-ordinator advised that due to the rolling road closure it is not safe to include pedestrians.

- Wednesday 6<sup>th</sup> December – Victorian Evening and late-night Shopping. Eight stalls have booked already with 20 spaces remaining. The event will consist of street entertainment, street food, market stalls, Fireside Selfies and Father Christmas.

Members discussed commercial market traders attending the Victorian Evening. The Events Co-ordinator reminded members that stall holders must be charitable organisations to trade at Victorian Evening. Commercial traders are welcome to trade in Courtenay Street.

The Events Co-ordinator is looking for volunteers to be Father Christmas, Cllr R Buscombe advised he has a possible contact and will report back. Members considered the Father Christmas & Helper timetable, as circulated prior to the meeting, Cllr L Cooke agreed to support Father Christmas on the 13<sup>th</sup> December. There are vacancies remaining to be filled.

- Saturday 9<sup>th</sup> December – Doggy Carol Service, Fireside Selfies plus live street entertainment.
- Wednesday 13<sup>th</sup> December 2023 – Lantern Parade. The theme is 'Wild Creatures Came to Town'. Eight primary schools have confirmed they will be participating (approximately 240 children). The Lantern Making workshop is on the 3<sup>rd</sup> December. It is anticipated 260 to 280 children will participate in the parade. The event will be supported by a street food market, live entertainment and late-night shopping.

Chair initials.....

- Wednesday 20<sup>th</sup> December – Mayors Carol Service plus Father Christmas, late night shopping, Fireside Selfies, and street entertainment.

The Events Co-ordinator will circulate the programme of Christmas events when it has been finalised.

#### E18. DATES FOR PROPOSED EVENTS IN 2024

Members considered the events proposed for 2024, as circulated prior to the meeting. The Events Co-ordinator highlighted the Party in the Park event listed in July and advised this is likely to be the Newton Abbot Rotary Summer Event, as held in August this year.

New events in 2024 include:

- D-Day 80
- NATC 50<sup>th</sup> Anniversary

Members noted it is the 100<sup>th</sup> Anniversary of the Barham Cup in June. Cllr J Cook is keen to organise a Town Council team.

The Town Development Manager advised it is the 100<sup>th</sup> Anniversary of Austins department store in 2024.

The Town Development Manager reported she has been approached by a local trader who wants to bring back the 'Summer Nights' events in 2024. The Town Council previously ran these events in partnership with Teignbridge District Council, it was noted there had been complications with the partnership and the event had stopped. Members supported the Town Development Manager liaising with the local trader to reinstate the events. Arising from discussions, it was:

**RESOLVED** that the Town Council supports the relaunch of 'Summer Nights' in May, June, July, and August 2024.

#### E19. NEWTON ABBOT CARNIVAL

The Chairperson of the Carnival Committee, Councillor C Parker, provided an update on the Summer event held in Courtenay Park in partnership with Newton Abbot Rotary Club, Town Council and Carnival Committee.

The event had been a great success, raising funds for local charities. The Rotary Club had expressed their thanks to the Town Council's Events Co-ordinator and Assistant Events Co-ordinator for their invaluable support. The Rotary Club has expressed an interest in holding a larger event in 2024 with the support of the Town Council. Members discussed the partnership arrangement and potential funding required to hold a larger event. The Events Co-ordinator supported collaborative working with Newton Abbot Rotary Club to achieve bigger and better events for the residents and visitors of Newton Abbot. Arising from discussions, it was:

**RESOLVED** that a working party is formed, to include three members of Newton Abbot Town Council, Three members of Newton Abbot Rotary Club, Chair initials.....

a representative of the Carnival Committee and the Town Council Events Team, to discuss holding a collaborative summer event in Newton Abbot.

It was agreed, Councillors A Hall, J Cook and L Cooke will represent the Town Council on the working group. Councillor Colin Parker advised that he would represent the Carnival Committee.

**E20. INCOME & EXPENDITURE**

The Events Co-ordinator referred to the Income and Expenditure report for the period 1<sup>st</sup> April 2023 to 18<sup>th</sup> September 2023 for the Events Sub-Committee, previously circulated.

**RESOLVED** that the Income and Expenditure report for the period 1<sup>st</sup> April 2023 to 18<sup>th</sup> September 2023 for the Events Sub-Committee be hereby noted and accepted.

It was noted there will be approximately £10,000 remaining in the budget at the end of the financial year due to funds from the previous year being carried forward as earmarked reserves. The Events Co-ordinator asked the committee to consider purchasing the following infrastructure ready for the Christmas period:

- a) Trailer, the current trailer used to transport Father Christmas is not safe.
- b) Amplifier, required as a back-up at events.
- c) Staging – to supplement to the existing staging.

Accordingly, it was:

**RESOLVED** that the Council purchases a replacement trailer, an amplifier and staging as per the quotes outlined by the Events Co-ordinator.

**E21. LATE CORRESPONDENCE**

None.

**E22. DATE OF NEXT MEETING**

The Chairperson closed the meeting and advised the next meeting of the Events Sub-Committee would be held on Wednesday 17<sup>th</sup> January 2024.

Meeting closed at 20:45 hrs.

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

Chair initials.....