

MINUTES OF THE MEETING OF THE **EVENTS SUB-COMMITTEE** HELD ON **WEDNESDAY 4th MARCH 2020** 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 M Joyce (Dep Mayor)
B Hayes C N Parker
R Hayes M Ryan
M Hocking Mrs L Sheffield

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

E42. APOLOGIES FOR ABSENCE

Apologies for absence were received on behalf of Councillors Ryan Hall, David Howe, Chris Jenks, Richard Jenks (Mayor), Mrs Ann Jones and Mike Pilkington and Mrs Sally Henley Town Development Manager.

E43. INTERESTS TO BE DECLARED

Councillors Mrs C Bunday, Mrs K Crout, R Hayes, M Hocking, C Parker and M Ryan gave notice of their intention to declare personal interests in Minute E46, Newton Abbot Carnival 2020.

E44. MINUTES

The minutes of the Events Sub–Committee meeting held on 8th January 2020 were received and signed as a correct record.

E45. PUBLIC PARTICIPATION

None.

E46. NEWTON ABBOT CARNIVAL 2020

The Chairman invited the Chairman of the Carnival Committee, Councillor Mike Ryan to give an update to the Sub-Committee on the Carnival. Councillor Ryan reported that he had received confirmation from Redrow of their continued sponsorship, and he awaited details of the other sponsors. Councillor Ryan added that the Committee had received applications for Carnival Queen and Attendants, judging would take place on 23rd April 2020. The Carnival Committee have agreed a programme of events for the week and Councillor Ryan requested volunteers to assist, particularly for the Carnival Parade on 11th July 2020. The Chairman emphasised the need for all Councillors to participate and assist where possible.

The Chairman thanked Councillor Ryan for his update and thanked the Carnival Committee and all those involved for their continued efforts in preparing for the Carnival 2020.

Councillors Mrs C Bunday, Mrs K Crout, R Hayes, M Hocking, C Parker and M Ryan having declared personal interests in the item took part in the discussion.

E47. EVENTS UPDATE

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

A. EASTER

All the arrangements were booked; there would be face-painting and a balloon modeller from 10am-2pm; a mini egg hand-out and Newton's Place stall with children's activities. In addition, the very popular Gary the stagecoach rabbit and the 'Chef and Egg' would do a walkabout with Teignbridge District Council providing extra children's craft events in Market Square.

B. BAND CONCERTS

The Events Co-ordinator reported that sponsorship had not been achieved for the May and June Band Concerts, which was disappointing but reflected the current difficulty in gaining sponsorship. Mrs Hicks invited Councillors to forward any suggestions for potential sponsors directly to the office for the Events Co-ordinator to pursue if appropriate.

Councillor Mike Ryan requested additional support from Councillors at each of the Band Concerts, throughout the summer. The Chairman invited the Events Co-ordinator to prepare a rota to include all Councillors on at least one event to provide sufficient cover. The rota would be circulated in due course.

C. VE DAY 2020 – 75th ANNIVERSARY

The Events Co-ordinator tabled a poster outlining the events planned for the celebratory weekend of 8th May through to the Town Council's main events to be held in Courtenay Park on Sunday 10th May. The Chairman complimented the organisation of the events and recorded her thanks for the efforts of the Events co-ordinator in arranging an excellent programme for the weekend.

D. TOWN CRIERS

The Events Co-ordinator was pleased to report that eleven of the fifteen places had already been booked and this was attributed to the date switch with the Autumn Fayre in September. Mrs Hicks reported that the second cry would be on the topic of Fruit and Vegetables and Nigel Kenniseon had arranged with Ashfords Market Stall to offer small hampers of fruit and vegetables to the participating Cryers. Mrs Hicks added that she had received confirmation of prizes from Mr Stokes-Smith, SIBA Ales and was awaiting a response from Austin Department Store.

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 was pleased at the broad media coverage given to the successful Pancake Event, involving children from Wolborough Primary School on Shrove Tuesday. Wolborough School would be holding a stall in Market Square on 20th March 2020 to mark National Kindness Day and plans were underway for Dancing around the May Pole on 22nd May 2020 although it was noted the change of venue from outside St Leonard's Clock Tower to the Market Square. Mrs Hicks reported that the Town Development Manager would provide a further update report at the next meeting of the Events Sub-Committee.

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.

E48. **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 following a meeting earlier in January with representatives from H.M.S. Triumph that a date had been arranged for Saturday 17th October 2020. Mrs Hicks summarised the key elements of the event and noted that a further report would be made at the next meeting of the Sub-committee in June 2020:

- The Parade would commence at 3pm on Saturday 17th October 2020;
- Comprising of 80 sailors, 50 ships company, a 30 member band and up to 20 VIPs accompanied by approximately 100 family members;
- A VIP luncheon would be held at the Royal British Legion prior to the parade;
- The March would take in Albany Street, Queen Street, Courtenay Street, Wolborough Street and Bank Street;
- Following the Parade and Formal Salute at the Clock Tower, the ships company would fall out; and
- Be received at a private reception at Newton's Place.

The Chairman thanked Mrs Hicks for the report and invited comment from Councillors. Councillors expressed their concern at the condition of the former Seymour Horwell site and requested whether aesthetic hoarding could be erected around the site. Councillors acknowledged the logistical elements of the event given the large numbers involved. 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 10th June 2020.

E49. **ACCOUNTS/INCOME & EXPENDITURE STATEMENTS**

The Chairman referred to the Income and Expenditure statement for 1st April 2019 to 25th February 2020 for the Events Sub-Committee, previously circulated, The Chairman invited Members to raise any queries. Members noted the expenditure to date.

Following consideration of the Income and Expenditure statement, accordingly it was;

RESOLVED that a) the Income and Expenditure statement for 1st April 2019 to 25th February 2020 for the Events Sub-Committee be hereby noted and approved.

E50. **LATE CORRESPONDENCE**

There being no late correspondence, the Chairman invited the Principal Administrator to update Members on the Council's contingency arrangements in regard to Coronavirus (COVID-19). Mrs Robinson assured Members that the Clerk and officers were monitoring the emerging situation closely and she referred Members to the Council's existing Business Continuity Plan which defined contingency arrangements if officers were absent for an extended period due to illness or were incapacitated. The document reflected the arrangements if the Town Council was directly affected. Mrs Robinson then explained that if the Council was required to respond to a larger scale regional situation the Clerk would be advised directly by Public Health England and or NALC.

The Chairman thanked Mrs Robinson for her update on the situation.

E51. 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 Chairman recorded her thanks to the Events Co-ordinators for a fantastic summer programme of events.

The next meeting of the Events Sub-Committee would be Wednesday 10th June 2020.

Chairman