

MINUTES OF THE MEETING OF THE **EVENTS SUB-COMMITTEE** HELD ON **WEDNESDAY 5<sup>th</sup> OCTOBER 2016** AT 7.00 P.M. AT THE TOWN HALL, GREAT WESTERN HOUSE, 9 DEVON SQUARE, NEWTON ABBOT

**PRESENT** Councillors Mrs J Cleave (Chairman)  
M Ryan (Vice-Chairman)

Councillors

Mrs C Bunday	M Joyce
C Coyle-Moore	C Parker
R Hayes	M Pilkington
M Hocking	K Purchase
R Jenks	Ms L Roberts
Mrs J A Jones (Dep Mayor)	(Mayor)

In attendance: Natalie Hicks – Events Co-ordinator  
Alex Robinson – Committee Administrator

**E12. APOLOGIES FOR ABSENCE**

Apologies for absence were received on behalf of Councillor D Howe and Mrs Sally Henley Town Development Manager.

**E13. INTERESTS TO BE DECLARED**

Councillors Mrs C Bunday, M Hocking, C Parker, K Purchase and M Ryan gave notice of their intention to declare personal interests in Newton Abbot Carnival 2016 Minute E16. below.

**E14. MINUTES**

The minutes of the Events Sub-Committee meeting held on 8<sup>th</sup> June 2016 were received and signed as a correct record.

**E15. PUBLIC PARTICIPATION**

None.

**E16. NEWTON ABBOT CARNIVAL 2016**

The Chairman invited Carnival Chairman, Councillor Mike Ryan, to update the Sub-Committee on the 2016 Carnival. Councillor Ryan reported to Members on the success of Carnival Week. He thanked all those involved for their considerable efforts, the weather was fine and they raised more money at each of the individual events than the previous year with the exception of the final collection. A number of the events were sponsored which covered the cost of the prizes, which greatly assisted. He noted the Childrens' Event was particularly successful having attracted forty children and he would welcome additional helpers for Carnival 2017. The Carnival Committee entered the Newton Abbot float in 10 of the 12 Carnivals over the summer, but whilst they had not achieved the same level of prizes as in previous years, the money raised during Newton Abbot Carnival week had been extremely successful. The Duck Race had enabled a £1000 donation to be made to the Carnival charity Meadowside.

Members noted the comparative budget for Newton Abbot Carnival and the quality of events and the procession held throughout Carnival Week. That it was an achievement in such economic climate and was due to the level of commitment and support for the event each year. Councillors offered their thanks and appreciation to the Carnival Committee and

to the Chairman Councillor Ryan and his wife for their continued effort. All Members were invited to attend the Carnival AGM to be held on 7<sup>th</sup> November 2016.

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

## E17. EVENTS UPDATE

### A. UPDATE ON SUMMER 2016 EVENTS

i). The Chairman noted the Summer Events update for 2016, previously circulated, and invited the Events Co-ordinator to update Members on the Autumn Fayre following feedback on this event.

This was the first year the name of the event had changed from Cheese and Onion Fayre to Autumn Fayre and had since received comment about both names for the event. Members were keen to encapsulate the essence accurately within the name but recognised the limitations with both. While 'Cheese and Onion' held more historical value it was acknowledged that 'Autumn Fayre' would allow for more scope. The event this year was well attended despite the poor weather conditions, in particular the 'Bake Off' was a great success. Members suggested that the procession be more visible by walking in the road rather than on the pavement and it was noted that a rota would be helpful in securing sufficient helpers for the event next year, both for setting up and packing away at the end of the day. Accordingly it was

**RESOLVED** that

- a) the name be retained as Autumn Fayre and
- b) a Working Party be formed to look at the potential scope of the event.

ii). Councillor Purchase reported to Members on the recent Town Criers Competition which had been highly successful and had incorporated a number of suggested improvements to the day such as, condensing the day, following the sub-committee meeting last year Minute reference 15/09 E.17( A.i.). Following discussion among Members further suggestions were made for next year's competition and accordingly it was

**AGREED** that additional suggestion be noted and incorporated in to 2017 Town Criers Competition to include:

- To revert back to the main Presentation being held following the competition in the Town
- To parade back through the Town following the event to give a more defined ending to the event.

iii) The Band Concerts were well attended and this resulted in much greater donations being received. The overall cost of the events had increased due to less sponsorship but it was hoped that this might improve as the results of additional sponsorship was being awaited. The additional numbers of visitors who attended the concerts highlighted the need for more seating to which it was,

**AGREED** the request for additional seating would be considered for purchase if there was sufficient budget available.

iv) Remembrance Sunday would be held on 13<sup>th</sup> November 2016. Following the Council's Handyman achieving Chapter 8 certification the Council would now be able to effect their own Road Closures using recently purchased road signs. The Events Co-ordinator reported that a Marching Band would lead the procession but the Lone Piper would be unavailable this year due to illness but following a discussion among Members an alternative Piper is being sought to participate in the lament at the end of the procession.

## **B. UPDATE ON PLANNED CHRISTMAS EVENTS**

The Events Co-ordinator informed Members of plans for the forthcoming Christmas Events.

i) the Christmas Light Switch on is scheduled for Saturday 26<sup>th</sup> November 2016 to follow the same programme as previous years, to include a procession from the Council and to finish with a musical firework finale set to the theme of Star Wars. Members had a detailed discussion on aspects of the organisation, safety and suitable entertainment to encourage and enhance the evening.

ii) The arrangements for the Lantern Parade were well underway following the programme as last year. Tony Gee will liaise with representatives from each of the schools attending (7 schools) and the workshop had been scheduled for 5<sup>th</sup> December with a family workshop arranged for the following Saturday. This year's theme would be The Nativity. Members discussed the detailed aspects of the event to ensure the continued smooth running of this popular event.

## **C. DATES FOR 2017 EVENTS**

Members noted the proposed dates for events in 2017 and discussed the preferred date for the Lights Switch-On. Following discussion it was

**RESOLVED** that

- a) Autumn Fayre be held on Saturday 2<sup>nd</sup> September 2017
- b) Town Criers Competition be held on Saturday 9<sup>th</sup> September 2017
- c) Remembrance Sunday be held on Sunday 12<sup>th</sup> November 2017
- d) Christmas Lights Switch be held on Saturday 25<sup>th</sup> November 2017
- e) Victorian Evening be held on Wednesday 6<sup>th</sup> December 2017
- f) Lantern Parade be held on Wednesday 13<sup>th</sup> December 2017
- g) Mayor's Carol Service be held on Wednesday 20<sup>th</sup> December 2017

## **E18. INCOME & EXPENDITURE 2016/17 & BUDGET REQUIREMENTS 2017/18**

### **A. INCOME & EXPENDITURE STATEMENT**

The Sub-Committee received and noted the Income and Expenditure statement (previously circulated) for the Events Sub-Committee. Following consideration about the cost of individual events, it was

**AGREED** that the Income and Expenditure Statement for Events Sub-Committee be hereby noted and accepted.

### **B. BUDGET REQUIREMENT 2017/18**

The Chairman invited Members to consider the Sub-Committee's budget allocation for 2017/18. The Events Co-ordinator explained the breakdown of the allocated budget for events. Councillors made comparisons of the cost of events within other towns and

acknowledged the quality and variety of events within Newton Abbot carried out on a limited budget. Following discussion about future budget requirements Members

**AGREED** that

- a) To maintain the proposed budget without incremental increase;
- b) A reduced Grant of £1000 be given to the Carnival Committee in 2017/18 and
- c) To retain an advertisement in the Mid Devon Advertiser supplement, supporting Carnival Events to the value of £250.

**E19. LATE CORRESPONDENCE**

None.

**E20. DATE OF NEXT MEETING**

The next meeting of the Events Sub-Committee would be Wednesday 11<sup>th</sup> January 2017 however the Events Co-ordinator would liaise with Members regarding the arrangement of a 'wash-up' session mid-December 2016 prior to the next meeting.

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Chairman