

MINUTES OF THE MEETING OF THE **EVENTS SUB-COMMITTEE** HELD ON **WEDNESDAY 11<sup>th</sup> JANUARY 2017** AT 7.00 P.M. AT THE TOWN HALL, GREAT WESTERN HOUSE, 9 DEVON SQUARE, NEWTON ABBOT

**PRESENT** Councillors Mrs J Cleave (Vice-Chairman) Presiding

Councillors

|               |              |
|---------------|--------------|
| Mrs C Bunday  | Mrs A Jones  |
| C Coyle-Moore | C Parker     |
| R Hayes       | M Pilkington |
| M Hocking     | K Purchase   |
| R Jenks       | M Ryan       |
| M Joyce       |              |

In attendance: Natalie Hicks – Events Co-ordinator  
Kelly Burridge – Events Co-ordinator  
Sally Henley – Town Development Manager  
Phil Rowe – Town Clerk

**E21. APOLOGIES**

Apologies for absence were submitted on behalf of Councillors David Howe and Ms Liz Roberts and Mrs Alex Robinson, Committee Administrator.

**E22. INTERESTS TO BE DECLARED**

Councillors M Ryan, Mrs C Bunday, M Hocking, C Parker and K Purchase gave notice of their intention to declare personal interests in Agenda Item 5, Newton Abbot Carnival 2017.

**E23. MINUTES**

The minutes of the Events Sub-Committee meeting held on 5<sup>th</sup> October 2016 were received and signed as a correct record.

**E24. PUBLIC PARTICIPATION**

None.

**E25. NEWTON ABBOT CARNIVAL 2017**

The Chairman invited Carnival Chairman Councillor Mike Ryan to update the Sub-Committee on the Carnival 2017 proposals. It was reported that the next carnival meeting was to be held on the 30<sup>th</sup> January, where the full week of events would be discussed further. It was reported that a charity for the year was still to be decided as well as the Carnival Queen and attendants and any ideas would be welcomed.

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

**E26. EVENTS UPDATE**

Members noted the events update (previously circulated). The Events Co-ordinator gave an additional update with regard to the Mayor's Carol Service which had taken place after the wash up meeting. The points were noted and to be added to the wash up table. Members also noted an update on the Santa's grotto for the period and the total amount raised had increased since last year even with fewer grottos. Members mentioned a few points for the switch on which were to be added to the wash up table.

Sally Henley the Town Development Manager also commented on the Christmas street fayres which had taken place on the last two late night Wednesdays. They had proved to be very popular, it was however suggested that it might be beneficial if they were on the first two late night Wednesdays. Councillors debated the subject and agreed to trial the street fayres on the first two late night Wednesdays for 2017 in conjunction with the Victorian Evening and Lantern Parade. The last Wednesday would still be the carol service with the additional food stalls in Courtenay Street.

#### **E27. BAND CONCERTS 2017**

Members noted the table and the few additions mentioned by the Events Co-ordinator, it was felt that it had been a positive start to the year and hoped a full list of sponsors would be secured. A reference was made to the Proms in the Park concert which had been held in the park over the last few years, members agreed that in principle the Sub-Committee were happy to promote the event but would not undertake any organisation of the concert as it was not one of their own.

#### **E28. EASTER 2017**

Town Development Manager Sally Henley verbally reported to the Sub-Committee on the Easter event which had been organised for the past 6 years in the town and funded by the town team budget. It was unfortunately not possible for this to be delivered by the TDM in the forthcoming year and consequently the Sub-Committee was asked if the Town Council could take responsibility. Members discussed the different elements of the event from face painting, balloon modelling, an Easter rabbit walkabout, chocolate giveaways and budgets.

After a lengthy discussion it was agreed that a scaled down version of the event would be possible to be held in the town on Easter Saturday, organised by the Events Co-ordinators. The available budget which would be used to book the entertainment could be used from the band concert contingency, as some sponsorship had already been secured. It was noted that a Working Party be formed consisting of the Events Co-ordinator's, Chairman and Vice Chairman of the Sub-Committee to discuss details and plans further.

#### **E29. NEW EVENTS 2017**

##### **a) National Civic Day**

It was reported that the event which was proposed to be held on the 17<sup>th</sup> June had been researched and it had become apparent that other areas which hold a civic day event had been organised by the respective town civic society. It was agreed that this would be passed to Newton Abbot Civic Society for it to consider whether it wished to organise the event. Members agreed that the Town Council would be prepared to assist by promoting the event if required, but it was not appropriate for the Town Council to lead, especially as budgets and officer time were at capacity and the Council had other priorities.

The Carnival Chairman also mentioned that the Carnival Crowning could be changed to the week of this event. Also the possibility of opening the Clock Tower was mentioned for the day as another element.

##### **b) Armed Forces Day**

Members were provided information by Councillor Jones on the proposed plans for a new event for Saturday 1<sup>st</sup> July. Councillor Jones had registered the event and was awaiting response. It was noted that grants were available for the event which were extremely likely Newton Abbot would receive if it chose to proceed with the event. It was stated that the organisation of the event would be between Councillor Jones, the Royal Naval Association and the Royal British Legion. The different elements of the day were

explained from recruitment vans, a veteran's march, displays and activities around the Clock Tower.

Members were of the view the event should be supported and would be an added benefit for the town. The Sub-Committee was happy to support in principle, but stressed they were unable to help financially or with officer time as both were already stretched. It was agreed that promotion on social media and publications was possible. Councillor Jones was requested to give a report of further updates at the next Events Sub-Committee meeting in March.

**E30. INCOME & EXPENDITURE**

Members noted the Events Sub-Committee income and expenditure and the remaining budget. It was noted that the remaining balance to date was now £675.30 as a first aid bill had recently been paid. It was noted that some income was to be expected still from a few primary schools for lantern workshops.

It was reported that the funds remaining would contribute to printing the new events diaries and also event licensing. It was forecast that the budget was likely to break even by the end of the financial year.

**E31. LATE CORRESPONDENCE**

None.

**E32. DATE OF NEXT MEETING**

Wednesday 15<sup>th</sup> March 2017.

**E33. EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED** that the press and public be excluded from the meeting during the discussion of the following item of business on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

**E34. EVENTS – STAFFING**

The Town Clerk requested that the Sub-Committee take the opportunity to reflect upon the delivery of events during 2016 and the need for full communication with everyone involved, to ensure misunderstandings did not arise. The Clerk had chosen to raise the issue with the Sub-Committee due to the nature of events being in the full glare of the public, especially with the increasing numbers experienced at the Remembrance Sunday and Christmas events. He paid tribute to the Councillors as volunteers and the fact that the Council's events could not be delivered without their cooperation. However, it was extremely important that everyone involved was sufficiently briefed in such highly charged occasions, but that it was equally important to remember how everyone needed to work together in a spirit of mutual respect.

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Chairman