

MINUTES OF THE MEETING OF THE **EVENTS SUB-COMMITTEE** HELD ON **WEDNESDAY 4th OCTOBER 2017** AT 7.00 P.M. AT THE TOWN HALL, GREAT WESTERN HOUSE, 9 DEVON SQUARE, NEWTON ABBOT

PRESENT Councillors Mrs L Roberts (Chairman) Presiding
Mrs J Cleave (Vice-Chairman)

Councillors C Coyle-Moore C N Parker
D Howe M Pilkington
R Jenks K Purchase (Dep Mayor)
Mrs A Jones (Mayor) M E Ryan
M Joyce

In attendance: Natalie Hicks – Events Co-ordinator
Alexandra Robinson - Committee Administrator
Sally Henley – Town Development Manager

E14. APOLOGIES FOR ABSENCE

An apology for absence was received on behalf of Councillor Rob Hayes.

E15. INTERESTS

Councillors M Ryan, C Parker and K Purchase gave notice of their intention to declare personal interests in Minute E17, Newton Abbot Carnival 2017 and Councillor Mrs A Jones gave notice of her intention to declare a personal interest in Minute E21, Armed Forces Day 2017.

E16. MINUTES

The minutes of the Events Sub-Committee meeting held on 7th June 2017 were received and signed as a correct record.

E17. PUBLIC PARTICIPATION

None.

E18. NEWTON ABBOT CARNIVAL 2017

The Chairman invited the Carnival Chairman, Councillor Mike Ryan, to update the Sub-Committee on the 2017 Carnival. Councillor Ryan reported to Members on the success of Carnival Week, having attended all the South Devon Carnivals this year. He reported that they had won twelve trophies, nine of which were for the Carnival Queen and her attendants. He thanked all those involved for their considerable efforts, offering particular thanks to the Mayor, Councillor Mrs Ann Jones who had been very supportive of the events. The Carnival raised a similar amount of money as the previous year. Councillor Ryan noted that plans were underway for next year's Carnival and he would report back to the Events Sub-Committee in due course. Councillor Mrs Jones added that the trophies were on display in Carrick Johnson's office window in the town and available to view. The Chairman thanked everyone involved for their efforts in making it a successful Carnival.

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

E19. EVENTS UPDATE

A. Report on Summer Events 2017

The Chairman referred to the Events Update, previously circulated and invited the Events Co-ordinator to update Members on the 2017 summer events. Mrs Hicks reported on the details of the **Autumn Fayre** and noted that the event was well attended, with fair weather and despite there being another street food event in Bovey Tracey, held on the same day. Members were pleased to have additional 'games' which contributed to the event and provided additional income. The Chairman thanked Members for their considerable efforts and involvement in the day.

Mrs Hicks then reported on the **Town Criers Event** held the following weekend, where fourteen town criers attended for the competition. Deputy Mayor, Councillor Ken Purchase recorded his support for the successful event. He added his sincere thanks for the presentation made following the competition at which he was given a glass bell to commemorate the last 25 years as Newton Abbot Town Crier. The Chairman offered Councillor Purchase, her sincere appreciation, on behalf of the Town Council for his commitment and service as Town Crier.

Mrs Hicks then summarised the **Band Concerts** and the good level of collections raised whilst, noting that the last concert had to be cancelled due to inclement weather. Members queried where the income from Band Concerts, was allocated. The Committee Administrator offered to raise with the Deputy Town Clerk to clarify.

The Chairman then invited the Town Development Manager to update Members on those summer events which she had been involved in. Mrs Henley reported on the two Classic Car, **Motor Show** events which despite poor weather, were both well attended with over fifty exhibitors, accompanied by live music and supported by the Mid Devon Advertiser.

Mrs Henley then updated Members following the third and final of the **Summer Nights** events held in July, August and September, in conjunction with Born Hectic and supported by Teignbridge District Council. These events were also well attended and following positive feedback Mrs Henley would like to be in a position to put them on again in summer 2018 perhaps with the slightly adjusted dates of June, July and August to avoid the shorter evenings in September. The Chairman thanked Mrs Henley on behalf of the Town Council for her efforts in promoting the town.

B. Update on Christmas Events 2017

The Chairman invited the Events Co-ordinator to update Members on events planned leading up to Christmas 2017. Mrs Hicks first reported on the arrangements for **Remembrance Sunday** to be held on Sunday 12th November. She noted the assets purchased for road closures and the support of the Council's Handyman worked well and reduced year on year costs for this event but recorded that additional assets would be needed to supplement the signs held in stock. Mrs Hicks confirmed that a programme for Remembrance Sunday had been previously circulated to all Members.

Mrs Hicks updated Members on the plans in place for the **Christmas Lights 'Switch On'** event scheduled for 25th November 2017. Given the growing popularity of the event the arrangements for the fireworks following the 'switch on' have been revised. Last year the increased numbers of the public meant that the crowds filled the usual viewing area to capacity and if this were to increase further, would present a potential safety risk during the firework display from falling debris from spent fireworks. This year it is proposed to hold the switch on at 5.30pm followed by a firework display at 6pm. The fireworks will be released from Wolborough Hill as they were in 2014 and the compare will announce the need for the public to move to a safe viewing area in the time-gap between the lights 'switch on' and the firework display. The arrangements have been subject to detailed consideration and it was noted that the revision was due to the overwhelming success of the event, which was commended by the Chairman. Following discussion, it was;

RESOLVED that there be a further site visit to finalise the arrangements for the Christmas Lights 'Switch- On' event.

Mrs Hicks confirmed that arrangements were in place for the remaining events that led up to Christmas, the **Victorian Evening** would have the unusual street entertainment and musicians to accompany the market stalls and Christmas Grotto and would be held on 6th December. All the local primary schools had confirmed their attendance at the **Lantern Parade** to be held on 13th December; and they would attend the workshops the week commencing the 4th December to make the lanterns with this year's theme being 'Going into the Deep'. The final event in the lead up to Christmas would be the **Mayor's Carol Service** on the evening of the 20th December, which will be held in the Market Square around the Christmas Tree. Rock Choir had offered to accompany the carol singing free of charge and a further meeting would be held with the Mayor's Secretary to finalise the arrangements. The Chairman thanked all those who had volunteered to assist for their involvement.

C. Dates for Proposed Events 2018

Members noted the proposed dates for events in 2018 and discussed the additional events for Easter Saturday (31st March 2018), Summer Nights and the Motor Shows. Following discussion, it was;

RESOLVED that

- a) Autumn Fayre be held on Saturday 1st September 2018
- b) Town Criers Competition be held on Saturday 8th September 2018
- c) Remembrance Sunday be held on Sunday 11th November 2018
- d) Christmas Lights Switch be held on Saturday 24th November 2018
- e) Victorian Evening be held on Wednesday 5th December 2018
- f) Lantern Parade be held on Wednesday 12th December 2018
- g) Mayor's Carol Service be held on Wednesday 19th December 2018
- h) Band Concerts:
 - Sunday 13th May;
 - Sunday 10th June;
 - Sunday 1st July;
 - Sunday 8th July (Carnival Praise);
 - Sunday 12th August; and
 - Sunday 9th September 2018.

E20. BEATING OF THE BOUNDS 2017

The Chairman reported to Members that given the demands placed upon the staff of the Town Hall in delivering the key priorities of the Town Council, namely the Newton's Place Project that the Council was not in a position to provide resources to support the Beating of the Bounds event. Members raised their disappointment at the inability to resource the event but Councillor Mike Ryan, Chairman of the Newton's Place Project acknowledged the resource implications for staff at present and therefore following a considered discussion it was;

RESOLVED that the Town Council postpone its involvement in the Beating of the Bounds event until it has finalised the Newton's Place Project, at which point the Council will review its position.

E21. FIRST AID PROVISION AT EVENTS

The Chairman invited the Events Co-ordinator to provide Members with an update on First Aid Provision at Town Council events. The Events Co-ordinator reported her dismay at the level of service delivered by the current first aid provider and given that the events had grown in popularity year on year it was now prudent to review provision at future events. Mrs Hicks referred to a comparison table, previously circulated, to demonstrate the range of services and costs associated with alternative first aid providers. Following a lengthy discussion among Members about the essential need for a diligent and professional service the Sub-Committee;

RESOLVED that the Events Co-ordinator be authorised to seek alternative First Aid Provision for the events during the remainder of 2017/18 and for Mrs Hicks to seek a suitable provider to fulfil the first aid requirements for all the events in 2018/19.

E22. ARMED FORCES DAY

Further to Minute 17/07(E8) the Chairman invited Councillor Mrs Jones to give an update on the funding arrangements and events planned for Armed Forces Day. Councillor Mrs Jones explained that since funding for the event had been withdrawn for 2017 that the event would not go ahead but that plans were underway to secure funding for next year and arrangements would then be in place for an event in 2018.

Councillor Mrs A Jones, having declared a personal interest in the item took part in the discussion.

E23. ACCOUNTS/INCOME & EXPENDITURE

A. INCOME & EXPENDITURE STATEMENT

The Sub-Committee received and noted the Income and Expenditure statement (previously circulated) for 1st April to 22nd September 2017 for the Events Sub-Committee.

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

B. BUDGET REQUIREMENT 2018/19

The Chairman invited Members to consider the Sub-Committee's budget allocation for 2018/19. The Events Co-ordinator explained the breakdown of the allocated budget for events. Councillors acknowledged the quality and variety of events within Newton Abbot carried out on a limited budget and noted that it was increasingly difficult to meet the expenses in relation to existing events on the current budget. Mrs Hicks referred to a summary table of cost implications for 2018/19 demonstrating a shortfall of £3,000 to meet existing events and associated assets. The Chairman advised that she had requested the Chairman of the Community Engagement Group to allow for a sum of £3,000 to be released from the Newton In Bloom cost centre as it had available funds. Members noted that both Sub-Committees sit under the Community and Heritage Committee and it would not therefore affect the overall budget for the Town Council. In order to maintain the existing event programme, in future years the budget would need to be increased to

£19,000 and Members noted the importance of such events to promote the town and enhance the amenity for its growing number of residents.

The Chairman invited the Town Development Manager to update Members on the Town Council events that were supported financially by the income generated by the Town Team at no cost to the Town Council. Many of these events were in addition to the main events programme or served to enhance existing events but in all cases, they had become established and formed part of the extensive programme offered throughout the year for the benefit of the town. In noting Mrs Henley's summary of the events supported by the Town Council it was recorded that this amounted to £10,500 per annum. Mrs Henley expressed her concern that due to a marked reduction in product placement commercialisation stands that the Town Team income had reduced considerably and she was unable to confirm that she would be in a position to fund future events. The Chairman thanked Mrs Henley on behalf of the town for the considerable amount of effort and funding made available for Town Council events to date. Members noted the implications for future events if the Town Team fund was not available for Town Council events. Following discussion about future budget requirements Members;

RECOMMENDED that

- a) The Community and Heritage Committee authorise the virement of £3,000 from the Newton In Bloom cost centre to Events Sub-Committee for 2017/18;
- b) To note the proposed budget, of £19,000 for 2018/19 for the Events Sub-Committee;
- c) To note the cost implications or loss of events to the town if further funding from the Town Team should reduce or cease.

E24. DATE OF NEXT MEETING

The next meeting of the Events Sub-Committee would be Wednesday 10th January 2018.

Chairman