

Town Development Manager Events

Note for the Events Sub-Committee – 25th September 2024

1. Arising from the resignation of the Town Development Manager (TDM), the Strategic Planning Forum at its meeting to be held on 11th September and the Staffing Committee meeting to be held on 2nd October 2024 will be invited to give consideration to revising the role and title of the post to better reflect the role of the Town Council and its priorities going forward.
2. This proposed change will be for the role to be less town centre centric and to be more proactive in supporting the needs of communities in the town as a whole.
3. Members of the Strategic Planning Forum (SPF) will have seen the rationale behind this proposed change, other Members can receive details upon request.
4. If the SPF supports this proposed revision, it is proposed that all the town centre events currently undertaken by the TDM are transferred to the Events Co-ordinator. The Events Co-ordinator role would then change from part-time to full-time.
5. It is considered that this change would be an improvement to service delivery as councillors, staff, residents and groups will all only have one point of contact for all Town Council events (excluding civic events).
6. The Events Coordinator will report further on the views of the SPF at your meeting. A list of all the events that would be transferred to the Events Coordinator are listed below.
7. The Events Sub-Committee's views on the proposals would be appreciated for feeding back to the Staffing Committee on 2nd October.

Phil Rowe

Town Clerk

September 2024

1. CLASSIC CAR SHOW X 2

When: May Late Bank Holiday Saturday
September mid-September

Contact: Teignbridge Classic Cars

Notes: Liaison with the organisers ref numbers of cars and locations. Organise all of the music and supervise production of promotional material. Liaison with all on the day, including tower volunteers.

2. DOG FRIENDLY CAROL SERVICE

When: 1st Saturday in December

Contact: Rev Gareth and Animals in Distress

Notes: Liaison with Animals in Distress and Rev Gareth nearer the time and arrange for councillors to provide PA and FMOs to put up gazebo/trailer as required for the stage. Liaise with Rev Gareth for the service sheet and organise and pay for the music.

3. THROUGHOUT THE YEAR

Organisation or facilitation for others, promotional events such as events for clubs and charities. Organisation of additional entertainment from musicians and sports clubs or dance sides. These are usually on a Saturday between 9am and 3pm.

4. SPECTRUM ORCHESTRA SUMMER AND CHRISTMAS TOWN CENTRE MUSIC

When: Saturdays each month in summer
Saturdays during December and 3 x late night shopping events

Contact: Spectrum

Notes: Liaison with the band regarding dates, locations and timings.
FMOs to put chairs in the tower and the band to access the chairs and put them away at the end of the performance.

5. CHRISTMAS WEEKEND ENTERTAINMENT

When: Saturdays in December
What: various music and acts

6. CHRISTMAS LATE NIGHT SHOPPING ENTERTAINMENT

When: Wednesdays before Christmas
What: various music and 'acts'.
Contact: Various
Notes: Liaison with performers etc. The tower to be opened and closed and liaise with any volunteers operating in the Clock Tower

7. MONTHLY SUNDAY MARKET (plus additional Sunday markets in summer and at Christmas)

When: First Sunday of every month
What: mixed produce hot food and craft market
Contacts: The Plot Deli
Notes: The event is a 'partnership' between NATC and The Plot Deli in Union Street. For it to continue to be a partnership It is important that NATC has an active role, be that attending, marketing or funding.

8. MALTINGS BEER FESTIVAL

When: end of April
Contacts: SIBA

Notes: Liaison with the organisers and attend a couple of meetings. Critique the program and make sure that NATC has sufficient coverage for the sponsorship. Arrange for posters, banners and social media.