

THE MINUTES OF THE MEETING OF THE
EVENTS WORKING PARTY HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,
PETERLEE ON WEDNESDAY 2nd AUGUST 2017 AT 1.00PM

PRESENT: COUN L COOK (CHAIR)

Mesdame:-K Duffy, A Long & K Hawley

Messrs:- S Franklin, S McGlen, R Moore & A Watson

In the absence of both the Chairman and Vice Chair Councillor Cook was nominated to take the Chair.

The Chairman advised Members of the committee that part of the meeting may be recorded by both audio and video, and it may be that photographs were taken.

4. Apologies for Absence

Apologies had been submitted and accepted from Councillor K Liddell, (work commitments), V Watson, T Duffy & S Meikle. **AGREED the Council approve the reasons, if submitted for absence received from Councillors, and their apologies for absence be recorded.**

5. The notes from the last meeting held on 12 July 2017, were considered and agreed as a true and correct record. The Chair went through each item to allow progress to be reported.

(a) Octoberfest, 28th October 2017, Shotton Hall

A poster had been produced and this need to be updated with the foods and type of drinks that would be available, as well as the times of the event. The Caterer's representative, (Mr Colin Martin), advised they were to outsource the food provision to German type food specialists and this food would be on sale throughout the event. The Brewery Representative was in attendance at the meeting and she spoke on the types of product that could be provided to use of the portable bar and the various types of bottled beers. She also suggested simple and easy to prepare jugs of cocktails that could be offered for sale. The Brewery representative asked for any feedback from the group and they made various suggestions on the types of German beers and lagers that could be offered. It was reported that to date 74 tickets had been sold. Colin also reported there was also an opportunity to use a local fancy dress outfitter for German related costumes.

(b) 20th October – Pink Tribute Act, Shotton Hall

Members considered once again the proposal given by Councillor Robinson to book Kayla, a Pink Tribute Act, who was available on the 20th October 2017 to perform at Shotton Hall, unfortunately Councillor Robinson was not able to be at the meeting. Members felt the Council needed to carefully consider what type of route it wished to go down in terms of the types and variety of acts and events it was to host in the future. It was also agreed full cost breakdowns should also be prepared, prior to agreeing an event be held. **It was agreed that Kayla not be booked for the 20th October 2017.**

(c) 1st December, Carol Service, Shotton Hall

Progress was given as follows:- the Academy at Shotton Hall were willing to take part. It was suggested maybe other schools might like to be involved, the only issue there would be if the take up was high this would potentially cause a problem with the programme for the night. Peterlee GT Town Band were keen to be involved as were the Hartlepool Ladies Choir. It was suggested a complimentary mince pie and a hot drink (tea/coffee) be provided and whilst the event was free a donation box, proceeds to the Mayor's Charity. It was also agreed that 100 selection boxes would be purchased and Santa and his Elf be hired to give these gifts to children attending.

In connection with the festive lights, the Town Clerk advised he had asked for a site visit and then for a proposal and design from four different companies and he would report back to council with the information. He recorded his thanks to Miss Jeffrey for her work with this and other Christmas events.

(d) Various December 2017 – Christmas Party Nights, Shotton Hall

Further details were given on arrangements for these nights there was a selection of entertainment and types of menu available with tickets prices reflecting what was offered. A breakeven and cost analysis had been undertaken to ensure these events were both value for money but also would prove profitable for the Town Council.

(e) Marketing, publicity, social media etc

Members spoke on active marketing and publicity and offered their suggestions on how this may be improved.

(f) Events in November 2017

-Mayor's Ball – Casino

The finer details of the event were to be discussed and agreed with the Mayor.

-Dates in November

It was suggested that a booking agent should be used to book acts/performers. It was felt there would be more protection in using an agent. Colin offered to assist in providing a copy of the list of agent contacts he had so the Council could obtain prices for this service.

-Remembrance Day Parade

One of the Local Members, Councillor Moore, who was ex forces, reported he had spoken to Tony Knight who currently organised the event, about involving local schools in the Parade. He reported he had also ordered the wreaths on behalf of the Town Council. He felt the Parade Route should remain as it had been previously. It was asked that any information be brought back through to Officers to action on behalf of the Town Council. It was confirmed the Town Council had appointed a Safety Officer for this event. It was reported there had been an armored tank involved in the Parade last year: a Local Member said in his opinion this vehicle had no relevance to the Parade. A Local Member asked if it would be possible to have the Town Council's vehicles liveried up with poppies and to have one of the vehicles in the Parade. It was agreed further progress be reported to this meeting/Council.

-Flying the Flag/Armed Forces Day/Week June 2018

A Local Member reported there was funding available from the Ministry of Defence for this type of event and he felt as there were lots of military and ex forces in the Town the flag flying should be made into more of an event than it currently was. Members agreed maybe this had the potential to be a bigger event and could be held on a weekend. Another Local Member who was ex forces, Councillor McGlen, offered to support and be involved in taking ideas for this future Event forward. It was noted next year would be a special anniversary and it was suggested perhaps special floral displays could be planted up on Town Council owned land. It was agreed further progress be reported to this meeting/Council.

The Town Clerk stressed the importance of Members not committing the Council to expenditure and made reference to the Council's Standing Orders and Financial Regulations. He encouraged and was pleased to have the involvement of Members and asked they "cook" their ideas up and then pass them on to officers and to avoid agreeing prices, dates etc for any goods or services.

A Local Member asked what would a local group of volunteers need to do to organise an event on Town Council land, and she was referred to the Events Pack the Town Council had produced, which was available on request via the Office.

6. Date and time of Next meeting

It was agreed the next meeting be held on **Wednesday 16 August 2017 at 1.00pm.**