

MINUTES OF THE SHOW MEETING OF THE 25TH FEBRUARY 2010

PETERLEE TOWN COUNCIL

MINUTES OF A MEETING OF THE PETERLEE SHOW COMMITTEE

HELD IN THE COUNCIL CHAMBER, SHOTTON HALL,
PETERLEE

ON THURSDAY 25TH FEBRUARY 2010

PRESENT: W M JEFFREY (CHAIR)

Mesdame: J I Measor, L Wood, S McDonnell & M
Milsom

Messrs: J Hardy, D Langan, G Cowie, C Austin, D
Milsom & C Robbins

Representatives:

Mr L Wilkinson East Durham Archers

J Chandy Round Table

W Wilson Camcorder Club

A Pennell St John Ambulance & Radio Club

**MEMBERS WERE REMINDED OF THE NEED TO
DISCLOSE ANY INTEREST PREJUDICIAL OR PERSONAL
IN ACCORDANCE WITH THE CODE OF CONDUCT.**

16. APOLOGIES FOR ABSENCE

Apologies for absence were submitted and accepted on behalf of Councillors C J Metcalfe, (civic duties), J Alvey & E W Hall, (attendance at a Mayor's event), and Mrs V Price.

17. THE MINUTES OF THE LAST SHOW MEETING HELD ON 17TH
OCTOBER AND SPECIAL MEETING HELD ON 12TH JANUARY

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2010 copies of which had been circulated to each Member, were adopted, subject to Councillor Robbins' being shown as in attendance.

18. THE REPORT OF THE SHOW CO-ORDINATOR, a copy of which had been circulated to each Member, was considered. Items included were as follows:-

Safety Advisory Group

The new site plan has been sent to the Safety Advisory Group ready for their next meeting.

RECOMMENDED that the information given, be noted.

Funfair

Colin Noble visited the site on Sunday 14th February with some colleagues to discuss the new layout and their new layout for the rides. The suggested site lay out for the fairground was passed around the meeting. This needed confirming by the Guild.

RECOMMENDED that further progress be awaited.

Trade, Arts & Craft & Voluntary Marquee Stalls

An early discount scheme was suggested by the Co-Ordinator. This was agreed and it was **RECOMMENDED that the trade, arts & craft and voluntary marquee space prices be pay before 25th June and receive a 10% discount, pay after 25th June and pay full price.**

Volunteers & Staff Eating/Break Area

Suggestions were given by the Co-Ordinator to try and combat some of the problems experienced at last year's Show.

RECOMMENDED that a list be drawn up of names, numbers and locations for consideration at the next meeting.

Café Area in the Pavilion

The Co-Ordinator made a recommendation to utilize this area more, during the day for volunteers and on the Saturday evening to use for the sale of drinks, soft and alcoholic to encourage the public to buy from The Pavilion but within easy access to the seating area for the stage not having to go upstairs. All drinks would need to be in plastic bottles and glasses.

RECOMMENDED that these suggestions be agreed.

Changing Rooms

RECOMMENDED that the changing rooms in the Pavilion to be used for stilt walkers and bands etc.

It's a Knockout T- Shirts

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Total Sports are to provide t shirts free of charge for the It's a Knockout Competition, and all the Town Council needed to pay for was the wording on them, which will be the team names on the front.

RECOMMENDED that Peterlee Show 2010 be printed on the back of the shirt.

Rugby Tournament

A meeting had been held with Rob Laverick from Peterlee Pumas regarding a Rugby Tournament on the Sunday of the Show Weekend. There would be a Tag Tournament held from 12.00 noon for children, parents, brothers and sisters etc. The Gateshead Thunder League would also be taking part. It was a fun competition, 6 per team and up to 10 teams could take part, from age 6 upwards.

RECOMMENDED that the information given be noted.

Well Being Marquee

Consideration was given to this proposal which included clairvoyants, therapists and general well being activities. It was felt that careful consideration needed to be given as some of the activities could be classed as being carried out for commercial gain.

RECOMMENDED that this matter be considered further at the next meeting of this Committee.

Circus Performance Times

The performance times for Festival Circus for the 2 days was follows:

Saturday & Sunday

12.00 – 12.45

1.30 – 2.15

3.00 - 3.45

4.15 – 5.00

RECOMMENDED that the information given be noted and tickets for the circus be issued on site during the show weekend.

Healthy Eating Demonstration

A meeting had been organized with Barbara Crisp from The Cabbage Patch to discuss a healthy eating demonstration in the Community Life Marquee on both days of the Show. Members felt this was another area where commercial gain may be involved and asked for a further report.

RECOMMENDED that this matter be considered further at the next meeting.

Main Arena/Stage Performances - Saturday 4th September

Performances booked so far and following on from the Parade and Pipe Bands performing are:-

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- 1.00 – 3.00 It's a Knockout Competition
- 3.00 – 3.45 clear away and put out tables and chairs
- 4.00 – 5.00 Hairspray Production (to be confirmed)
- 5.00 – 6.00 **empty**
- 6.00 – 10.00 Bands
- 10.05 – 10.25 Fireworks Display

RECOMMENDED the band performances begin at 5.15pm, with all bands performing for one hour, therefore filling the empty time slot, at no extra cost.

17. INDIVIDUAL ORGANISER'S REPORTS

(a) Arts & Crafts

The Organiser advised that now that the prices had been agreed, forms would be sent out for the event.

RECOMMENDED that the information given, be noted.

(b) Camcorder Club

The representative asked if there was anything in particular the Committee wished to see on/in this year's production or any changes/ideas. The Chairman in reply asked if there was anything the Club wished to do or had new ideas on. It was asked that any comments/suggestions be passed to the Club.

RECOMMENDED that the information given be noted.

(c) Archery

It was confirmed that the archery were to be positioned in the same spot as last year. The representative asked if the toilets could be located a little further away from their proposed location. He also asked if any of the Committee had any feedback for him following last year's event.

RECOMMENDED that the information given, be noted and the toilets be located a little further away from this event.

(d) Parade

The Parade Marshall reported that she had a lot of interest from the public with lots of a new ideas but it all came down to cost. The Youth Club at Eden Lane were working with Groundwork on ideas for taking part in the Parade and other ideas included a Chinese

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dragon being made and stilt walking and she was in discussions with the College on students taking part also.

RECOMMENDED that the information given, be noted.

(e) St John Ambulance

The representative reported that arrangements were in hand and asked if the referees room could be made available to them as last year.

RECOMMENDED that the information given be noted and this request agreed.

(f) Radio Club

The representative expressed his concerns in relation to their event when considering the new layout in terms of evening noise. Their activity was normally from 4.00pm onwards and he was concerned that the fun fair may cause a problem to their transmissions. He asked if their location could be considered with this in mind.

RECOMMENDED that the Co-Ordinator do her best to alleviate these concerns.

(g) Round Table

Joe Chandy was pleased to be representing the Round Table on the Show Committee this year and he asked for approval to work with the Co-Ordinator to revamp the programme and come up with something new. He also asked for permission to come along on the evening to fundraise while the bands were on. It was mentioned that last year an imposter was selling glow in the dark novelties and if anyone saw anyone that did not have a Round Table Vest on selling novelties this be reported to security.

RECOMMENDED that permission be given for the Round Table to fund raise on the Saturday evening and developments on the programme be awaited.

(h) Horticulture Marquee

As discussed at the meeting in September, the Organiser had retired and the Show Chairman, Councillor Alvey had offered to take over the running of this event. The Chairman asked if the Committee were agreeable to this and asked if anyone could lend a hand if needed.

RECOMMENDED that Councillor Alvey's offer to take over the organization of the Horticulture Marquee be accepted.

(i) Jazz Bands

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There were no representatives present but a member of the Committee asked what was the situation with the jazz bands this year. The Co-Ordinator reported that three bands had been booked along with 2 pipe bands and stilt walkers for the Parade. The Parade Marshall commented on the placing of the Jazz Bands within the Parade and asked if this could be considered further at a future meeting.

RECOMMENDED that the information given be noted and the placing of the jazz bands be considered at a future meeting.

In closing the Chairman recapped the new arrangements for the Show Field and outlined briefly what was involved. He asked the Committee to make themselves familiar with the site plan and to advise the Co-Ordinator of any issues/problems that they may have with it to try and resolve them well in advance of the event. He also explained that due to the risk involved it was not possible to hold a poultry show as part of the Show weekend.

18. RESOLUTION TO EXCLUDE THE PRESS & PUBLIC
IN VIEW OF THE CONFIDENTIAL NATURE OF THE FOLLOWING ITEMS TO BE DISCUSSED, THE COMMITTEE PASSED THE FORMAL RESOLUTION TO EXCLUDE THE PRESS & PUBLIC FROM THE MEETING, PURSUANT TO THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT, 1961 & THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985.

19. THE REPORT OF THE SHOW CO-ORDINATOR, a copy of which had been circulated to each Member, was considered. Details of the amounts offered for the provision of goods/services and supplies were detailed in the report.
 - A) Provision of Security Services
Quotations were requested from 7 companies. Detailed in the report were the quotations received, 2 companies wrote back and said they could not quote due to staffing levels.
Following discussion, it was **RECOMMENDED the quotation from Event Hire and Cover be accepted, this being on the grounds of relevant experience, past performance, and quality of service.**

 - B) Catering

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Coffee

Tenders were requested from 5 companies.

RECOMMENDED that the tender from Company A, Toucan Catering from Gateshead be accepted.

General Food only Concessions – Day & Night

Tenders were requested from 15 companies.

RECOMMENDED that the tender from Company A, N & J Catering from Hetton, and the tender from Company B, Midland Catering from Bilston, West Midlands be accepted.

Ice Cream

Tenders were requested from 4 companies for 2 ice-cream vans for both days of the Show.

RECOMMENDED that the tender from Company A, Unwin's Ices from Hartlepool, be accepted. Company A's tender is for ice-cream and sweets. The difference in the price of a single ice cream cone from Company A to Company B being significant.

Sweet Concessions

Tenders were requested from 4 companies.

RECOMMENDED that the tender from Company A, N & J Catering from Hetton, be accepted.

Specialty Food Only Concessions – Day & Night

Tenders were requested from 6 companies. Consideration was given to the type of food offered and that already catered for by the main hot food concessions.

RECOMMENDED that tenders be accepted from:-

Company B (Deep Filled Yorkshire Puddings)

Company D (Sweet & Savoury Crepes)

Other Food Concessions

Tenders had been received for the following food concessions, some of which had not been available at Peterlee Show before.

RECOMMENDED that all 3 tenders be accepted, Company A, Dutch Doughnut from Tudhoe, Company B, Simply Strawberries from Suffolk, and Company C, Midland Catering from Bilston, West Midlands, be accepted.

C) Stage, Stage Lighting/Pa & Generators /Lighting

RECOMMENDED that the quotation from Company A, New York Productions from Sunderland, be accepted as this company are the only one to provide an electrician on site over the 2 days, including a laser at no extra cost and in giving a 10% discount on the total cost of doing the

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full job. It had also been agreed that the lights in the Horticultural Marquee are fitted early on the Friday ready for the displays.

D) Traffic Management

Quotations were requested from 8 companies.

RECOMMENDED that the quotation from Company A, Amber Traffic Management from Blyth, be accepted.

MR A PENNELL DECLARED AN INTEREST IN THE FOLLOWING ITEM AND TOOK NO PART IN THE DISCUSSION WHICH ENSUED.

E) St John's Ambulance

The quotation had been sent from St John's Ambulance for the weekend cover at the Show, including first aider's, ambulance and crew.

RECOMMENDED that this quotation be accepted.

F) Provision of Stage Entertainment

RECOMMENDED that the following bookings be made:-

to perform first	The Nikki Summer Band
second	Emerald Thieves
third	Central Park, (subject to the Lead singer being confirmed)
Lastly	Gangsters of Ska

G) Provision Of Children's Entertainment

2 x stilt walkers had been booked for 3 hours per day; mix & mingle including walking in the Parade, dressing in different costumes throughout the day which were circus themed.

It was reported that there were issues relating to CRB checking and it was asked if the Town Council could submit a check on one of the entertainer's behalf. It was felt that this was a difficult situation relating to contractor relationships and needed further investigation.

RECOMMENDED the Town Clerk investigate this matter further and advise at the next meeting.

Radio Hams Marquee

Following feedback from the 2009 Show and the uneven flooring in the Radio Hams Marquee, a quotation had been obtained from the marquee supplier for interlinked wooden flooring for the Radio Hams. It was asked that this be the correct inter-locking flooring and it be properly levelled during construction.

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RECOMMENDED that an order be placed for this flooring.