

KESWICK TOWN COUNCIL

EVENTS COMMITTEE

**Council Offices
50 Main Street
Keswick
CA12 5JS**

6 August 2024

A meeting of Keswick Town Council Events Committee will be held at Council Chamber, Keswick Town Hall, Keswick, CA12 5JS on **Thursday 15 August 2024 at 12pm**

Yours sincerely



PP Vivien Little
Town Clerk

AGENDA

1. **Apologies** - To receive apologies for absence.
2. **Minutes** - To agree the minutes of the Events Committee Meeting held on the 25 July 2024 (pages 3-4).
3. **Keswick Games**
To consider preparations for Keswick Games, and take a view on the weather.
4. **Date of next meeting**
To agree the date of the next meeting.

KESWICK TOWN COUNCIL

EVENTS COMMITTEE

Minutes of the meeting of Keswick Town Council Events Committee held at Council Chamber, Keswick Town Hall, Keswick, CA12 5JS on Friday 25 July 2024 at 12.00 p.m.

Present: Councillor Steve Harwood (SH)
 Councillor Claire Houghton (CIH)
 Councillor Sally Lansbury (SL)
 Councillor Rob Nelson (RN) (Chair)
 Vivien Little (Town Clerk) (VL)
 Ania Mlynczak (AFA) (AM)
 Catherine Parker (RFO) (CP)
 Kat Hale (Events Coordinator) (KH)
 Mary Elliott (Theatre by the Lake) (ME)
 David Quainton (Keswick Rotary) (DQ)
 Carole Hirst (Keswick Lions) (Chi)
 Tony Hirst (Keswick Lions) (TH)
 Phil Byers (Cumberland Markets) (PB)
 Claudia Walker (Keswick Scouts) (CW)

6. Apologies

Apologies for absence were received from Simon Stephens (Theatre by the Lake) and Chris Harper (Podgy Paws).

7. Minutes

RESOLVED that the minutes of the Events Committee Meeting held on the 14 June 2024 be approved (pages 1-2).

8. Events 2024

See appendix A for details of events and actions.

RESOLVED that Keswick Town Council put on an event for the 80th anniversary of VE Day on 8 May 2025.

The Clerk stated that the staff in the office were feeling under a high amount of stress with the organisation of this event – it was originally agreed to go ahead with the event as at that time we had an Events coordinator in place. She acknowledged at this point of proceedings there was nothing that could be done, however it was necessary to bring it up at the meeting.

9. Date of next meeting

RESOLVED that the date of next meeting be Thursday 15 August 2024 at 12.00pm.

The meeting closed at 1.15 pm

Chair

Date

APPENDIX A

Keswick Town Council Events Committee Meeting 25 July 2025

8.1 - Party in the Park

Overwhelmingly, this year's event was considered very successful and in line with the objectives of Keswick Town Council (KTC) which is to 'give back' to the community of Keswick. Feedback from local people was very positive and generated significant social media praise for the day. **(Next year consider a hashtag for attendees to post pics?)**

Opportunities to improve on this year's event were tabled:

- Look at putting notes on rubbish bins stating 'in line with KTC's commitment to Climate Change; all rubbish will be sorted into recycling'
- Require vendors to offer reusable glasses/cups/etc rather than single use of any compound (n.b. Rob noted that next year there is an intention to have a branded reusable cup in the same way that Mount Festival does).
- Bee Unique – keep running and not close for other acts as this was poorly received by the attendees.
- Bee Unique – More, authoritative volunteer/s needed to prevent children piling down with insufficient time in between.
- Café West: Involve Adam (Manager) more ahead of time and agree what can be offered (e.g. water for ice buckets, etc) and communicate that to the volunteers on the day; also ensure any requests are directed to Adam rather than the staff as they may not be aware of the agreements.
- Consider adding a water refill point to allow families to refill water bottles
- Magician not a big drawer, children preferred the Bee Unique experience
- Swing Dancers – look to augment them with a Brass Band if keeping
- Additional toilet
- Volunteer/s to replenish supplies
- Look at getting a Can crusher
- Look at making paper cup holder to reduce space in rubbish bins

Sally asked to agree a rough programme for 2025 to book performers. Below are the recommendations – timings to be agreed at a future meeting.

- Bee Unique
- St Herberts School Choir
- Brass band
- MC – Stuart Sidney/Darren Farnham
- Stuart Sidney & Associates (+ Erin Collins)
- Imogen Faith & Eve
- Local Vocals
- Thieving Magpies
- Mark Swider (DJ)

Woodland Stage worked well; whilst they did not see a significant increase in business. Recommend leaving Debbie to arrange her sets next year if HNW wants to participate.

Note: Action items on last page

8.2 - Scruffs

Feedback – another successful event. Only opportunity for improvement noted for next year was the hire water bowser for the weekend (as per Party in the Park)

Funding:

Takings for categories: £1,248 +£350 + £250 from Lucinis + £350 from Hello Dandy

£130 was on card machine

Feedback from Phil: Market this year there were slightly less stalls and the footfall was decent. Recommend the same for next year as too many stalls won't make sufficient income to make it worth their while. Feedback from the stallholders were that they were happy – that's the key. The Market (Council) didn't make money, however this is an important 'give back' even and Scruffs wouldn't be as successful without the stallholders.

Phil noted that next year he will not have the same capacity to work on getting the stallholders signed up but will still be there on the day overseeing the installation of the market gazebos.

Dates for 2025:

- 28 June 2025 – Party in the Park
- 29 June 2025 – Scruffs

Keep flyer – change colour for 2025

8.3 - Keswick Games – Townsfield – 18 August 2024

Promotions have gone out on Facebook, on the KTC website will be in the Reminder in the week ahead of the event.

Vivien – no entrants so far, 18 max, ideal 12 Rob **Minimum: 3 / 4.**

Plan: Rob outlined the layout of the event area and where St John, Admin, Caller and Retail areas would be.

Vivien: Referees (x6) will all have hi-vis, whistle and stopwatch; these have been ordered and will be received well in advance.

Ask of the Lions: as many volunteers for as long as possible (start up will commence from 08:00 hrs and events concluded plus clean up by 17:00 hrs). Roles for the volunteers will include: setting up (putting up gazebos, signage, etc), clearing down, running the admin tents, supporting the team score collection back to the scoreboard (in the chillout/food area), man the carparking (Travis Perkins), checking toilets, litter picking, etc.

2 x Lions gazebos have been requested and, pending confirmation at the next Lions Committee meeting (18 Aug?), approved.

Chillout area – with score board – someone from Scoreboard team will go and collect race / events results

Keith Richardson – in Tanoy system – will be calling out for participants to go to the gathering point for the start of each event.

Rob to contact Martin Thwaites re setting out the lines – and confirm the date that these will be done; recommend they are completed on the Thursday/Friday ahead of the games and no sooner. Need to ensure weather is suitable and that sufficient teams have signed up.

Additional volunteers will be needed; Vivien, Catherine and Ania are all on vacation. Ask Ania to add a note to the website.

Notes of the day: **(NOTE: post meeting a decision has been made to change the start time to 12:00 with registration opening at 11:00 – therefore vendors need to be in place by 10:45)**

- Briefing – 8:30 am (now 10:45)
- Lions' gazebo erected for the registration & tanoy tents
- Lions parking volunteer needed
- Vendors to set up: Shap Chippie van, Lucini's ice cream van and a beer tent

Additional items:

- Fluid meeting – shortly with Graham who will do the risk assessment
- Bad weather decision? Judgement on the Friday before
- Vendors – Shap Chippie, Lucini's, Keswick Rugby Club Beer tent, additionally Phil has a number of an additional food vendor if needed *(Note Hello Dandy also a vendor on the day – not known at the meeting)*
- Rob to advise Shap's that they will need to take rubbish away.
- There will be 15 rubbish bins available – drip feed the bins in strategic places

Prizes:

- Teams – trophy for 1st place, 2nd / 3rd will receive branded slate medals
- Youth games – all slate medals, (under 6's to under 14's)

Cost of medals - £1 each to print (£200) need ribbons – Vivien noted there are ribbons in the office that may be suitable.

Miscellaneous:

- Sum Up machine all day ensure its charged and someone responsible – power bank (Rob)
- Rob to post on Facebook
- Parent/Guardian signed waiver forms to be given to Claudia for children on the day
- 3 signs have been ordered – 1. Scoreboard, with Sponsorships; 2. Youth Entrance 3. First Aid Point (cost TBC).
- Confirmation received by Vivien that the Insurance vetted and approved this event.
- Beer Tent (Craig Howitt) TENS and own insurance,
- Rob to personally deliver the team forms as they need to be completed in advance – cutoff for receipt is **3 pm Wednesday 13th August.**
- Catherine to confirm payment from each team on Thursday 14th August
- Dogs must be on leads, but no specific signage will be made

Vivien raised concerns about the games feeling out of control and look to lessons learned – specifics included lack of communication and feedback when commitments had been made and additional pressure on the KTC to pick up due to the lack of the Events Coordinator who had taken a step back for 3 months due to personal situation (Kat flagged this herself)

8.4 - Xmas Lights Friday 15th November

Order of the night

Packhorse Court:

16:45 hrs to 18:00 hrs St Herberts, North Lakes Brass, and Peter Rabbit all confirmed

Phil: Food vendors - conversations to commence with potential vendors

Vivien: flagged that there would be a meeting with Fluid to understand the latest on access for Duncan to enable him to switch the lights on from the Moot Hall

8.5 - 80th Anniversary of VE Day

Discussion was held if the committee wanted to host a beacon lighting event along the lines of the D Day 80th Anniversary. Unanimously agreed this would be appropriate; follow same programme with a shorter timeline.

Next Meeting

15th August @ 12:00-13:00

ACTIONS

Item No	Action	Who
8.1.1	Bee Unique Confirm they would like to be involved in 20205	Rob Nelson
8.1.1	St Herberts School Choir Contact to establish if they would like to be involved in 20205	Kat Hale
8.1.2	Brass Band Pre-booked, tentatively accepted	Ania Mlynczak
8.1.3	Master of Ceremonies Contact Stuart Sidney and/or Darren Farnham	Kat Hale
8.1.4	Stuart Sidney & Associates Contact Stuart and ask if he and 'guests' would like a place, including Erin Collins who expressed an interested in a spot in 2025	Kat Hale
8.1.5	Imogen Faith & Eve – shared slot Contact to book for 2025	Kat Hale
8.1.6	Local Vocals Contact to book for 2025	Kat Hale
8.1.7	Thieving Magpies / The Anthems Contact to book for 2025 – nb Ania has contacted TM who are interested	Kat Hale
8.1.8	DJ Set Contact Mark Swider to book for 2025; add announcement at 21:00 hrs to direct people to music events in town	Kat Hale
8.2.1	Scruffs Market Set up meeting with Phil for knowledge transfer of vendors, contact details, costs, etc.	Kat Hale
8.2.2	Flyer Keep current flyer for both Party in the Park and Scruffs, change colour	Ania Mlynczak
8.3.1	Team Events – Pre-Registration Contact cricket, football, rugby girls & boys, KAC team events to get their sign up.	Rob Nelson
8.3.2	Lion's Gazebos To loan 2 x Lions' gazebos to be used for the admin area	Tony Hirst
8.3.3	Games Lines Rob & Martin Thwaites to set the lines for the games area on Thursday 14 th after final decision made on number of entrants (min 4 teams) and weather	Rob Nelson
8.3.4	Volunteers Call out for volunteers, approx. 17 needed Juniors: races x 2; registration/waiver x 2; Teams registration x 1, races x 4, obstacle course x 3; gates x 2, carpark x 1; scoreboard x 1, general duties (incl toilets and rubbish bin swaps) x 1	Ania Mlynczak (add request to website)
8.3.5	Vendors All to be informed they need to remove their rubbish when finishing off.	Rob Nelson
8.3.5	Medals for the games Ribbons needed to be threaded on the medals	Rob Nelson

8.3.6	Signage Cost of the 3 signs ordered to be provided to Catherine for inclusion in the costs	Rob Nelson
8.3.7	TENS & Insurance for vendors Craig Howitt from Keswick Rugby Club to be notified a TENS notice and insurance for the day will be required	Kat Hale (complete)
8.4.1	Food Vendors Seek expressions of interest in food vendors from within the Marketeers; Cumberland Council gazebos will be used	Phil Byers
8.4.2	Staging Meeting with Fluid to ensure access for Duncan & Yvonne	Vivien Little (done)