

KESWICK TOWN COUNCIL

EVENTS COMMITTEE

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

28 November 2024

A meeting of Keswick Town Council Events Committee will be held at Council Chamber, Keswick Town Hall, Keswick, CA12 5JS on **Thursday 5 December 2024 at 10.30am**

Yours sincerely



**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 19 September 2024 (pages 5-7).
3. **Events Coordinator**
To confirm the new Events Coordinator.
4. **Christmas Lights Debrief**
To have a debrief on the Christmas Lights Switch On 2024
5. **Events 2025**
To receive updates on future events for Keswick Town Council.
 - May Day event
 - VE Day
 - Party in the Park
 - Scruffs
 - Keswick Games
 - Christmas Lights Switch on 2025 – to confirm a date of 21 November 2025.
6. **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 Thursday 19 September 2024 at 12.00 p.m.

Present: Councillor Steve Harwood (SH)
 Councillor Claire Houghton (CIH)
 Councillor Rob Nelson (RN) (Chair)
 Ania Mlynczak (AFA) (AM)
 Catherine Parker (RFO) (CP)
 Vivien Little (Town Clerk) (VL)
 David Quainton (Keswick Rotary) (DQ)
 Phil Byers (Cumberland Markets) (PB)
 Vanessa Metcalfe (Keswick Tourism Association) (VM)
 Freya Hodson (Keswick Tourism Association) (FH)
 Claudia Walker (Keswick Scouts and Guides) (CW)
 Neil Beresford (Keswick Rotary) (NB)
 Michelle Coates (Keswick Rotary) (MC)

10. Apologies

Apologies for absence were received from Mary Elliot (Theatre by the Lake), Kat Hale (Events Coordinator), Louise Dunn and Sally Lansbury.

11. Minutes

RESOLVED that the minutes of the Events Committee Meeting held on the 15 August 2024 be approved (page 3).

12. Events 2024/2025**Christmas Lights Switch On**

The Risk Assessment and the SAG form were still to be completed, KH to undertake those, however on the whole Christmas was progressing well.

Party in the Park

CW queried if Bee Unique were intending to be at Party in the Park the following year, as she felt that it was important that there was more responsibility and parental supervision at that point. Otherwise, there were no great updates for Party in the Park, as it was still early.

Scruffs

KH confirmed that she was happy to take over the market from PB for Scruffs for 2025.

VE Day commemoration

VL informed Councillors that she had spoken to Revd. Charles Hope, who was happy to help at the VE day commemoration, however he would like to see something done for VJ Day as well (15 August 2025). Although nothing concrete was agreed, all in the room were happy for this to go ahead.

It was suggested that Chris Bland could help to organise the uniformed organisations side of things.

A charity would be chosen to support, following the successful support of the Army Benevolent Charity for the D-day commemorations.

Keswick Games

VL, SH and RN were due to speak to the Cricket Club on Tuesday 24 September, to inform them of the plans for move the Keswick Games to Fitz Park, where it could be that some of the outfield would be used.

Need to look at setting dates for next year.

May Day 2025

Discussion was had about a potential May event, which could be held on the first Bank Holiday weekend in May at Townsfield. Harking back to more traditional Keswick events, with a May Pole, a May King/Queen, a fete, and other attractions.

RESOLVED that the Events Coordinator work with Councillors on the planning of such an event, and it be included in the budgets for 2025/26.

Action	Who	Complete?
Christmas Lights Taylors will be set up in the same are as last year	Phil Byers	Phil Byers
Risk Assessment and SAG form Need to be prepared and submitted	Kat Hale/Ania Mlynczak	
Party in the Park (PitP) Bee Unique Confirm they would like to be involved in 2025	Rob Nelson	
(PitP) - St Herberts School Choir Contact to establish if they would like to be involved in 2025	Kat Hale	
(PitP) - Brass Band Pre-booked, tentatively accepted	Ania Mlynczak	Complete
(PitP) - Master of Ceremonies Contact Stuart Sidney and/or Darren Farnham	Kat Hale	
(PitP) - 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	
(PitP) - Imogen Faith & Eve Nelson – shared slot Contact to book for 2025	Kat Hale	
(PitP) - Local Vocals Contact to book for 2025	Kat Hale	
(PitP) - Thieving Magpies / The Anthems Contact to book for 2025 – nb Ania has contacted TM who are interested	Kat Hale	
(PitP) 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	
Scruffs - Market Set up meeting with Phil for knowledge transfer of vendors, contact details, costs, etc.	Kat Hale	
Scruffs - Flyer Keep current flyer for both Party in the Park and Scruffs, change colour	Ania Mlynczak	
Keswick Games – Date for 2025	Steve Harwood	

Decision to be made on date for the event in 2025 – need feedback / input from Keith Richardson of the Keswick Cricket Club		
Keswick Games – Keith Richardson Keith to be invited to the next Event’s Committee Meeting view to co-opt him into the Events Committee for the Keswick Games	Steve Harwood	
Food Vendors Seek expressions of interest in food vendors from within the Marketeers; Cumberland Council gazebos will be used	Phil Byers	
Staging Meeting with Fluid to ensure access for Duncan & Yvonne	Vivien Little	Complete
D Day - Beacon Look at cost of new topper for the beacon	Vivien Little	Price obtained
D Day – Celebrant Ask Charles Hope to provide similar service to the VE Day and invite to future meetings.	Kat/Vivien	Vivien asked CH, happy to help
May Day Funding Investigate Community funding opportunities for supporting this event	Kat Hale	
May Day Order of Events Consider music/vendors/sponsors, etc and table next meeting	Kat Hale	

13. Victorian Fayre Discussion

Two members of the Victorian Fayre Committee were in attendance to discuss the paper which had originally been submitted in April 2024.

NB set out the benefits to the town of the Town Council taking over the running of the Victorian Fayre. It is estimated that the Victorian Fayre brings in £15/£20k per year for charities who have stalls at the Victorian Fayre. The organising Committee are looking for a long term future for the Fayre.

The Clerk cautioned against taking over an event like this without preparing a full business case, as there was a potential for risk to the Town Council, especially with events which were not under our directly control. If the Town Council were to take over running an event such as this, then VL recommended that it would have to be fully taken on by the Town Council, rather than be run by a committee outside of the control of the Town Council.

The way Scruffs was run was brought up, however ultimately the Town Council organised Scruffs with the help of Podgy Paws, and the Town Council were also very involved in the beginning; taking over a long established event was a different proposition.

RESOLVED that the Clerk prepare a paper laying out the business case for and against the running of the Victorian Fayre in Keswick (Action – Clerk).

14. Date of next meeting

RESOLVED that the date of next meeting was to be confirmed.

The meeting closed at 12.43pm

Chair

Date