

KESWICK TOWN COUNCIL

EVENTS COMMITTEE

Council Offices
50 Main Street
Keswick
CA12 5JS

28 January 2025

A meeting of Keswick Town Council Events Committee (*councillors only required to attend*) is to be held in the Council Chamber, Keswick Town Hall, Keswick, CA12 5JS on **Thursday 6 February 2025 at 10.30am**

Yours sincerely



pp
Vivien Little
Town Clerk

AGENDA
COUNCILLORS ONLY REQUIRED TO ATTEND

1. **Apologies** - To receive apologies for absence.
2. **Minutes** - To agree the minutes of the Events Committee Meeting held on the 5 December 2024 (pages 8-10) (enclosed).
3. **Christmas Lights Debrief with Lite Ltd**
David Murphy, Commercial Director, Lite Ltd will be in attendance for this item to discuss issues from 2024 and plans for 2025.
4. **Events 2025**
To receive updates on future events for Keswick Town Council from the Events Co-ordinator
 - May Day event – Townsfield – Monday 5th May from 10am to 3pm
 - VE Day – Wivell Park/War Memorial - Thursday 8th May from 7pm to 9.30pm including discussing an idea from a member of the public and possible funding options – *details to be given at the meeting.*
 - Party in the Park – Fitz Park – Saturday 28th June from 2pm to 9pm - *including discussing rates request from a concession or using an alternative – details to be given at the meeting.*
 - Scruffs – Fitz Park – Sunday 29th June 10m to 4pm
 - Keswick Games - Fitz Park– Sunday 17 August time tbc
 - VJ Day Wivell Park/War Memorial- Friday 15 August time tbc
 - Christmas Lights Switch on 2025 – Market Square – Friday 21 November 10am – 7pm
5. **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 5 December 2024 at 10.30am

Present: Councillor Steve Harwood (SH)
 Councillor Rob Nelson (RN) (Chair)
 Councillor Louise Dunn (LD)
 Ania Mlynczak (AFA) (AM)
 Catherine Parker (RFO) (CP)
 Phil Byers (Cumberland Markets) (PB)
 Claudia Walker (Keswick Scouts) (CW)
 Marry Elliot (Theatre by the Lake) (ME)
 Yvonne Booth (Events Coordinator) (YB)
 Debbie Devereux (HNW café) (DD)
 Tony Hirst (Keswick Lions) (TH)
 Carol Hirst (Keswick Lions) (CH)
 Keith Richardson (Cricket Club) (KR)

15. Apologies

Apologies for absence were received from Vivien Little (Town Clerk), David Quainton (Keswick Rotary), Sally Lansbury (Cumberland Council) and Cllr Claire Houghton.

16. Minutes –

RESOLVED that the minutes of the Events Committee Meeting held on the 19 September 2024 be approved (pages 5-7) subject to Tony and Carol Hirst being added to the apologies.

17. Events Coordinator

RESOLVED to introduce Yvonne Booth as the new Events Coordinator for Keswick Town Council.

18. Christmas Lights Debrief

A discussion took place in relation to the Christmas Lights Switch On 2024 and the following comments/observations were made: -

- It was a brilliant event with good turnout, therefore no need to change the format.
- Keswick Lions did a great job and a big thank you should be passed onto them. Their visibility made everyone feel much safer and they did a brilliant job with crowd movement and control.
- The accessible area was too large given the crowds, so the size can be looked at next year.
- Use of the accessible area is something that will grow over time. Making people aware in Keswick Reminder rather than just Facebook would help as some generations do not see Facebook.
- The accessible area should be made available for individuals with hidden disabilities too, they should have a specific card to confirm their disability.
- A dog area should be provided at the bottom of Market Square in future years, as many dogs seemed to be stressed at the event which in turn stresses their owners and others in attendance. It was appreciated that visitors to Town are not able to leave their dogs in accommodation, so providing a designated dog area seems like a logical solution. Owners with dogs not wanting to use this area should be asked to leave the area until crowds disperse.
- More stewards were needed at the end of the event for litter, bins, barriers and uncovering car park signs.

- A stewards briefing giving assigned duties would be useful in future years.

19. Events 2025

RECEIVED updates on future events for Keswick Town Council.

May Day Event – Townsfield – Monday 5th May 2025 from 10am to 3pm

- There was great debate about having a May King/Queen fancy dress competition after which a vote was taken. The results were 6 for and 6 against this idea. It was **RESOLVED** that St Herberts School be contacted to ask if they could choose a King and Queen from their pupils and if not that an un themed fancy dress competition could take place – **ACTION YB**
- Morris Dancers should be booked to perform - **ACTION YB**
- Fluid Productions should be asked to quote for a covered area and ground level performance area for the Morris Dancers in case of inclement weather - **ACTION YB**
- Concessions should be contacted to attend on the day - **ACTION YB**
- A Maypole to be purchased - **ACTION YB**

VE Day – Wivell Park/War Memorial – Thursday 8th May 2025 from 7pm to 9.30pm

- Set up will be a 'cut and paste' of the D Day event in 2024.
- Keswick Scouts will organise a cake stall and tombola from 6pm – **ACTION CW**
- Seating to be provided on flat area plus encourage people to bring their own seats.
- Cafe HNW to provide seats and stay open – **ACTION DD**
- Keswick Lions to help with putting seats in place along with gazebo setup.
- KTA and Keswick Lions be asked if their gazebos could be used – **ACTION YB**
- Scaffold installation cost to be confirmed – **ACTION RN**
- Chris Bland be invited to lead the parade asked to be Master of Ceremonies – **ACTION RN**
- Readings to be given by Rev Charles Hope and the Mayor of Keswick – **ACTION YB**
- LD suggested that we need a written schedule – **ACTION YB**

Party in The Park – Fitz Park – Saturday 28th June 2025 from 2pm to 9pm

- Performers to be contacted (as per budget sheet) with St Herberts School Choir being the first act and DJ being the last – this must shut down at 9pm – **ACTION YB**
- DD was happy to continue with the Woodland Stage in Upper Fitz, as it worked okay in 2024. If possible, acts to be timed at 2pm and 4pm – **ACTION DD**
- Bee Unique to be asked to attend, although they would need to bring along more staff than 2024 due to concerns raised by Keswick Scouts who were assisting – **ACTION YB**
- A proper MC was needed and Ben Purkiss was to be asked to cover this role – **ACTION YB**
- KR will mark the cricket pitch out as far away from the event as possible as there will be a match on that day, as in previous years – **ACTION KR**
- Keswick Scouts to be 'litter reminders' to ask people to take litter home – **ACTION CW**
- A written schedule should be put together for this event – **ACTION YB**

Scruffs – Fitz Park – Sunday 29th June 2025 from 10am to 4pm

- Everyone was happy that the event be ran and organised as per previous years.
- Market to be organised in house – **ACTION YB**
- Concessions and suppliers to be booked – **ACTION YB**
- A written schedule should be put together for this event – **ACTION YB**

Keswick Games – Fitz Park – Sunday 17th August 2025 time TBC

- KR advised that at a recent meeting of the Cricket Club the club was behind this idea and agreed for their facilities to be used including the PA system and the bar would be open.
- The idea was for this event to be a repeat of Keswick Sports but on a lesser scale, possibly including cycling. A cycling track could be created with a 100m running track within the boundary.
- KR said the league dates would not be available until January 2025 and the date would have to avoid May 18th and June 8th as County matches had already been confirmed. The club start their winter maintenance in September so the event would have to take place prior to this.
- **After much debate the date was set as Sunday 17th August 2025**
- DD said that the games would be open in Upper Fitz Park which would provide additional activities.
- It was agreed that we need to pin down exactly what we are doing – **RESOLVED** that RN, SH, DD, KR and YB come up with a list of sports and games at this event and report back to the next meeting – **ACTION YB**
- A written schedule should be put together for this event – **ACTION YB**

VJ Day – War Memorial – Friday 15th August 2025 time TBC

- Event to be based on Remembrance Day
- Rev Charles Hope be asked to come up with a schedule – **ACTION YB**

Christmas Lights Switch On – Market Square – Friday 21st November 2025 from 10am to 7pm

- **RESOLVED** that the date for the event be confirmed as Friday 21 November 2025.
- This was to be a 'copy and paste' of previous years.
- A discussion took place to determine who could be asked to switch on the lights and they were to be contacted – **ACTION YB**

Lakeland Trails Event – KR raised a noise complaint about the drummers attending this event, the noise is incessant. KR appreciates that this is a one-off event, although the drumming continues for far too long and ruins the atmosphere in the area. **RESOLVED** that Lakeland Trails be asked for the drums to be played at the beginning of the first race and beginning of the main race only. - **ACTION VL**

Chinese Event – PB asked for feedback/observations/comments from the Town Council to hold an additional market in the Town in late February which would be Chinese Themed to run alongside, an event organised by the Cinema. **RESOLVED** that this be placed on the December Town Council meeting agenda for discussion.

All Town Council Events - More Councillors should be encouraged to attend all events in a volunteer capacity to help with tasks and support the Events Committee.

20. Date of next meeting

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

The meeting closed at 11.50am

Chair

Date

Note: SH, RN, CaP, AM, YB & CIP – Looked through the Events & Christmas Lights budget in detail to enable the figures to be included in the Town Council budgets to be approved in January 2025.