

KESWICK TOWN COUNCIL

EVENTS COMMITTEE

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

30 July 2025

A meeting of Keswick Town Council Events Committee will be held at Quaker Meeting House, Keswick, on **Tuesday 5 August 2025 at 11.30am**

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 17 July 2025 (pages 5-6) (enclosed).
3. **To discuss final details of the following event:**
 - Keswick Games - Fitz Park– Sunday 17 August time 11am till 4pm
4. 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 the Council Offices, Town Hall, Keswick, CA12 5JS on Thursday 17 July 2025 at 12.00pm

Present: Councillor Louise Dunn (LD)
 Councillor Steve Harwood (SH)
 Councillor Rob Nelson (RN) (Chair)
 Councillor Richard Scott (RS)
 Councillor Claire Houghton (CH)
 Yvonne Booth (Events Coordinator) (YB)
 Vivien Little (Town Clerk) (VL)
 Catherine Parker (RFO) (CP)
 Ania Mlynczak (Supporting Officer) (AM)

10. Apologies

Apologies for absence were received from Councillor Natalie Evans.

11. Minutes –

RESOLVED that the minutes of the Events Committee Meeting held on the 4 June 2025 be approved (pages 3-4).

12. To discuss progress on the following events:

RECEIVED the following updates on future events from the Events Coordinator

Keswick Games - Fitz Park– Sunday 17 August time 11 am till 4pm.

- No toilets needed as Cricket Club toilets will be used.
- Crowd control in place – tape to be used to margin the games area and marshals on side.
- First Aid to be booked – (Action YB)
- All games and timing confirmed – list to be published closer to the time.
- Set up will start from 8.30 am.
- YB to confirm volunteers from Lions (Action – YB).
- AM to email Cllr for help on a day (Action – AM).
- Minimum number of teams is 6 and maximum is 20.
- Event will carry on even if there is a low number of teams – there will be enough events for the children and other things going on.
- SH and Keith Richardson to monitor the weather and make decision prior to the event in case of bad weather forecast
- Keith Richardson from Cricket Club to make announcements
- There will be 2 check in points - one for adults and one for kids
- A BBQ will organised by Cricket Club
- Trainers only for people who participate in competitions, no studded shoes.
- Bins - AM to ask Parks Manager what's the best option for bins arrangements (Action – AM).
- Money from the teams entries will go towards putting on future events.
- Collection buckets will be in place for donations to the play area.
- SAG forms and RA to be done (Action - YB)
- Water butt will be place – (Action - YB)
- Invite PCSO to the event (Action – VL)
- YB to finalise SAG form and Risk Assessment (Action – YB).

VJ Day Wivell Park/War Memorial- Friday 15 August

- Schedule to be received from Revd Charles Hope
- Ask Revd Charles to invite Veterans (Action YB)

13. Date of next meeting

Next meeting to be held on Thursday 31 July at 12pm.

The meeting finished at 1.00pm

Chair

Date