

KESWICK TOWN COUNCIL

EVENTS COMMITTEE

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

17 September 2025

A meeting of Keswick Town Council Events Committee will be held at Keswick Town Council offices, Keswick, on **Wednesday 24 September 2025 at 11.00am**

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 5 August 2025 (pages 7-8) (enclosed).
3. **Keswick Games - Fitz Park– Sunday 17 August**
To receive feedback from Keswick Games from Councillors.
4. **Christmas Lights Switch On – Friday 21 November**
To receive an update on progress for the Lights Switch On 2025.
5. **Events 2026**
To discuss events to be held in 2026 and to agree the dates of the events.
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 Quaker Meeting House, Keswick, on Tuesday 5 August 2025 at 11.30am

Present: Councillor Steve Harwood (SH)
 Councillor Rob Nelson (RN) (Chair)
 Councillor Claire Houghton (CH)
 Yvonne Booth (Events Coordinator) (YB)
 Vivien Little (Town Clerk) (VL)
 Catherine Parker (RFO) (CP)
 Ania Mlynczak (Supporting Officer) (AM)
 Nigel Hale (Keswick Lions) (NH)
 Emily Hardy (SusKes) (EH)
 Claudia Walker (Keswick Scouts) (CW)

14. Apologies

Apologies for absence were received from Councillor Natalie Evans, Councillor Louise Dunn, Mary Elliot (Theatre by the Lake), Chris Harper (Podgy Paws), Tony Hirst (Keswick Lions), Carole Hirst (Keswick Lions), Phil Byers (Cumberland Market) and David Quainton (Rotary).

15. Minutes

RESOLVED that the minutes of the Events Committee Meeting held on the 17 July 2025 be approved (pages 5-6).

16. To discuss final details of Keswick Games - Fitz Park– Sunday 17 August time 11am till 4pm

- Full plan and list of activities received from SH
- List of Cllrs Volunteers received from AM
- Management Plan in place
- Keswick Adventures will be providing Axe Throwing and Archery activities, they are covered by their own insurance
- Crowd Control will be in place
- First aid cover yet to be organised - YB to talk to Community First Responders representatives (Action YB)
- RN to find First Aider if YB is unsuccessful (Action RN)
- Promotion – banners are up, posters are distributed, article will go the Reminder, YB to organise another article in the Reminder to promote team entries (Action YB)
- The Cricket Club have requested that no yellow markings be placed on the grass, the area for Games will be taped off instead
- Cricket Club bar will be opened on the day, Keith Richardson from Cricket Club yet to confirm if the BBQ is going ahead.
- 4 Lions will be available to help, YB to produce list of jobs for Lions (Action YB)
- Cllr Richard Scott, Cllr Steve Harwood and Cllr Rob Nelson will be referees on the day
- Catherine Parker to be runner on the day (taking scores from referees to the score board)
- Lions to update the Scoreboard
- Scoreboard to be organised by RN (Action RN)
- RN to organise medals (Action RN)
- Keith Richardson will do announcements on the tannoy
- Special T-shirts for Cllr volunteers with KTC logo will be organised by RN (Action RN)
- Wellies for Team Wet Welly run to be organised by RN (Action RN)
- Office to provide watering cans (Action AM & CP)
- Photographer to be organised (Action YB)

- AM to produce A3 signs with list of Activities on a day (Action AM)
- AM & YB to check inventory (Action AM & YB)
- No adults will be allowed to take part in competitions if they have had alcohol due to safety reasons
- Safety concerns were raised over the inflatable Obstacle Course
RESOLVED that Mr Bounce be asked to provide a paid worker on the day to supervise the course (Action – RN and YB).
 Ideally there should be 2 volunteers guiding the course on each end.
 3 teams will be allowed on at one time
 Obstacle Course is only to be used by adults and taken down after the activity has finished
 Kids are not to be allowed on Obstacle Course as Bee Unique will be on site with their own bouncy equipment
- Emily Hardy from SusKes raised some points on sustainable site of events
RESOLVED that:
 - Hallo Dandy be asked to provide compostable cups (Action YB)
 - Confirm with Katie’s coffee if they have compostable cups (Action YB)
 - Check with Cricket Club how they serve their burgers, what they are doing with all the bags and if they use the local products (Action YB)

17. VJ day 15 August

YB confirmed that commemorations will take a place at War Memorial at 6.30 pm, this will be short 15 min service organised by Revd Charles Hope. Poster are in place, bugler yet to be organised (Action YB). AM to invite dignitaries, Scouts to provide Union Jack flag. YB to organise somebody to carry the flag.

18. Date of next meeting

RESOLVED that date and place of next meeting are yet to be confirmed.

The meeting finished at 12.50pm

Chair

Date