

## 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

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**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 to 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).

- 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

05.08.25  
Date