

KESWICK TOWN COUNCIL

EVENTS COMMITTEE

Minutes of the Keswick Town Council Events Committee held at Quaker Meeting House, Elliot Park, Keswick on Thursday 23 April 2026 at 11.30am.

Present: Councillor Rob Nelson (Chair)
 Councillor Steve Harwood (SH)
 Councillor Richard Scott (RS)
 Councillor Claire Houghton (CH)
 Yvonne Booth (Events Coordinator) (YB)
 Andy Cannon (Keswick Lions) (AC)
 Mary Elliot (Theatre by the Lake) (ME)
 Emily Hardy (Suskes) (EH)
 Catherine Parker (RFO) (CP)
 Ania Mlynczak (Support Officer) (AM)

45. Apologies

Apologies for absence were received from Councillor Louise Dunn, Councillor Natalie Evans, Vivien Little (Town Clerk) and David Quainton (Rotary).

46. Minutes

RESOLVED that the minutes of the Events Committee Meeting held on the 26 March 2026 be approved (pages 17-18).

47. To discuss progress on the following events:

- **May Day Event, Townsfield – Monday 4 May 2026 10am to 3pm**

RECEIVED May Day Event Management Plan from the Events Coordinator.

YB confirmed that the preparations for May Day are progressing well:

- ✓ The event has been well promoted via social media, the local schools has been notified, and three banners are in place.
- ✓ Yellow arrows marking children's games will be clearly displayed prior to the event (Action: SH & RN).
- ✓ Event Equipment will be collected on Friday by RN & YB.
- ✓ RN will erect the maypole in advance of the event.
- ✓ RN will liaise with Travis Perkins to ensure clear access to their car park, which may be used for volunteers parking and accessibility needs.
- ✓ YB will communicate that no public parking is permitted on site, no public will be allowed in Townsfield until vendors vehicles have cleared the area.
- ✓ All volunteers are required to wear hi visibility jackets or orange T-shirts.
- ✓ Lions will be available on a day – six attendees. Andy Cannon will be main Volunteer
- ✓ Rotary will have 2 volunteers representing them.
- ✓ All Volunteers will receive clear instructions given from YB – an updated Events Management plan will be circulated in advance.
- ✓ Event setup will begin from 7am:
 - Bee Unique arriving at 7am
 - Toilets and Fluid arriving at 8am
 - Vendors, Calvert Ponies, Suskes Eco Car and Yoga instructor arriving between 7 and 9am.
- ✓ Wheelie bin, additional bins, barriers and chairs to be taken to the Townsfield by Parks staff ahead of the event.
- ✓ Mayor of Keswick, LD will officially open the event at 10.30am.
- ✓ Children's Races will commence at 11am, including: three-legged race, coloured egg and spoon race, space hoppers and sack race.

- ✓ Prizes have been confirmed for games, best bonnet and best fancy dress. King and Queen will receive medals
- ✓ CP will request chairs from HNW café for the May King and Queen, they will be placed by the maypole.
- ✓ St Herberts School pupils will dance around the maypole at 10.30am, 12.00 and 2.30pm.
- ✓ St Herberts School choir will perform.
- ✓ The Mayor of Keswick will judge the best bonnet and best fancy-dress competitions.
- ✓ Andy Cannon (Lions) raised concerns about kids crossing the road and leaving Townsfield unattended, volunteers may advise but not enforce.
- ✓ YB will review and finalise Risk assessment.
- ✓ Volunteers are hopeful for favourable weather, with the forecast currently looking promising.

- **RESOLVED** that the following events will be discussed at a later date:
 - Party in the Park, Fitz Park – Saturday 27 June 2026
 - Keswick Games, Sunday 16 August 2026
 - Christmas Lights Switch - On event, Wednesday 18 November 2026.

48. To agree the date of the next meeting

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

The meeting finished at 12.32pm

Chair

Date