

KESWICK TOWN COUNCIL

Minutes of the Keswick Town Council (KTC) Events Committee meeting held in the Council Chamber, First Floor, Council Offices, 50 Main Street, Keswick on Tuesday 14 June 2016 at 11.00am.

Present:

Chair: Paul Titley (PT) – KTC Councillor (Cllr)

Joe Broomfield (JB) – Allerdale Borough Council	Wendy Lerigo (WL) – KTC Administrator
David Burn (DB) – KTC Cllr	Cllr Tony Lywood (TL) – KTC Cllr
Phil Byers (PB) - Geraud Markets	Vanessa Metcalfe (VM) - Keswick Tourism Association
Allan Daniels (AD) – KTC Cllr	David Quainton (DQ) – Rotary Club
Jean Harmer (JH) – Cherry didi	Lynda Walker (LW) – KTC Town Clerk
Roy Johnson (RJ) - Keswick Retail Association	

1. Apologies

Apologies were received from Gillian Atkinson (Cumbria Police), Bernadette Dunn (Packhorse Court), Leanne Pettit (Cumbria Police,), Dave Roberts (Keswick Lions). Christine Sheldon (Rotary Club).

2. Appointment of Chairman

RESOLVED that Councillor Paul Titley continue as Chairman of the Events Committee for the ensuing year.

3. Minutes

RESOLVED that the minutes of the Events Committee Meeting held on the 17 May 2016 (pages 12 – 14) be agreed as a correct record.

4. Mid-Summer Festival

Overall Updates

JB will provide an order number for the £2k contribution from Allerdale Borough Council to enable the grant funding to be claimed.

JH will consider producing a twitter feed for the Keswick Festival Events.

PB advised stalls have been offered to members of the Keswick Retailers Association for Scruffs and/or the Sunday Festival Concert day.

The Parks staff will liaise with Cllr TL regarding the Parks buggy, additional bins, bin bags and litter pickers.

Saturday 18 June – Brass Band Competition – Fitz Park

One brass band will be in attendance and judging will take place by a professional adjudicator, Steve Walsh. It is hoped that by holding an event this year it will encourage more entries for future years.

Sunday 19 June – Scruffs – Fitz Park

Interest in the event is growing with BBC Radio broadcasting live from the event.

The Best In Show judge will be agreed on the day. Cllr DB will be on 'stand by' for judging throughout the day.

Intervals between classes will be scheduled to allow visitors/participants to attend the stalls.

PB is aware of the vehicle restrictions within the Park and will make stall holders aware.

Cllr PT will discuss registration signage regarding the microchipping of dogs at his next meeting with podgy paws.

Wednesday 22 June – Prom in the Park – Fitz Park

James Hutchinson, Tenor will be unable to attend due to laryngitis. Café West will be open to provide refreshments and toilet facilities. Flags will be made available free of charge, donations will be invited from those in attendance.

RESOLVED that PB will install 15 gazebos at 2pm.

Saturday 25 June – I Perform & Noasis– Market Square

Noasis will perform a 60 minute set.

Details of performers from Keswick School will be provided to Cllr PT shortly.

PB noted the market stalls would need to be removed from the Market Place promptly as the Concert is due to start at 6.00pm.

Sunday 26 June – Music in the Square – Market Square

The Children's performer will not be in attendance.

None KTC Organised Events within the Programme:

Sunday 19 June – Festival Songs of Praise – St John's Church

Tuesday 21 June – Hope Leisure – Keswick Open Golf Championship

5. Administration & Finance Assistant - Updates

RECEIVED a verbal update from the Admin & Finance Assistant.

Keswick Town Council are now in receipt of the Premises Licence for Fitz Park.

The DBS department has confirmed volunteer checks for Keswick Town Councillor volunteers are not required.

No response has been received from the Keswick Army Cadets or Keswick WI following volunteer invitations made to request their involvement.

6. Programme of Events/Advertising

RECEIVED an update from Cllr PT as follows:

5,000 copies have been produced for free of charge circulation within the town. A full page advert will be placed in the Reminder.

Thanks were expressed to the Leader of Allerdale Borough Council, Cllr Alan Smith for his funding contribution.

7. Liability Insurance Requests & Risk Assessment Update

Overall Risk Assessments for the Events have been completed by Cllr PT. Cllr PT has forwarded a chart detailing the Insurance documents and individual Risk Assessments received to date to Zurich and their comments are awaited.

8. Other Events in Keswick**1 July Commemoration of the Somme Campaign**

Cllr PT welcomed James (Jim) Newstead, Royal British Legion to the meeting. Commemorations of the Anniversary of the Somme will commence at 7:15am, Friday 1 July 2016 with readings, prayers, a minutes silence and the placing of wreaths. Cllrs TL and AD will liaise regarding the attendance of a trumpet or bugle player.

RESOLVED that WL arrange for a wreath to be ordered for Keswick Town Council.

Rotary Duck Race – Bank Holiday Sunday 28 August 2016

DQ advised that the Rotary Club are planning to arrange a duck race from the Wivell Bridge in Fitz Park on Sunday 28 August 2016, this is a change of date from the initial proposed date of Monday 29 August 2016.

Arts/Culture Programme

Cllr PT welcomed Jean Harmer, from Cherry didi to the meeting. JH discussed her thoughts regarding making Keswick an arts/culture town.

RESOLVED that a sub group be established to progress the idea. Membership to include JH, JB, PB and VM.

Cllrs TL and PT will provide stakeholder contact details to JH.

9. Steward/Volunteer Briefing Session

Heather Askew (HA) joined the meeting for the Steward's briefing on behalf of Keswick Lions.

Steward/Volunteer hand outs were distributed. All stewards in attendance at the events will be requested to wear a yellow high vis waistcoat. The head steward will wear an orange high vis waistcoat.

It was acknowledged that volunteer assistance would be both required and greatly appreciated. Hay bales will need to be moved for the events; Brass Band, Scruffs and the Prom in the Park.

RESOLVED that the following volunteers would be requested:

Sunday 19 June – Scruffs – 4 throughout the day, 2 sets of volunteers ie. 8.00am – 12.00noon and 12.00noon – 4.00pm

Saturday 25 June – Market Square Concert – volunteers requested from 6.00pm – 9.00pm.

Sunday 26 June – Festival Concert – volunteers requested from 1.30pm – 8.30pm

HA will contact Keswick Lion's volunteers and contact Cllr PT with responses received. DQ advised Rotary may be able to fill any volunteer gaps identified.

WL will follow up the volunteer enquiry with the Keswick Army Cadets and advise HA and Cllr PT of the outcome.

The meeting closed at 12.20pm

