

## 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 Thursday 1 September 2016 at 10.00am.

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Present:

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

Heather Askew (HA) – KTC Events Co-ordinator	Ian Hope – Fluid Productions
Joe Broomfield (JB) – Allerdale Borough Council	Tony Lywood (TL) – KTC & ABC Cllr
David Burn (DB) – KTC Cllr	Maggie Lambert (ML) - Keswick Retail Association
Phil Byers (PB) - Geraud Markets	Vanessa Metcalfe (VM) - Keswick Tourism Association
Allan Daniels (AD) – KTC Cllr	Mike Murgatroyd (MM) – Rotary Club
Bernadette Dunn (BD) -Packhorse Court	David Quainton (DQ) – Rotary Club
Pauline Ferrier (PF) - Keswick Retail Association	Lynda Walker (LW) – KTC Town Clerk

### 10. Apologies

Apologies were received from Gillian Atkinson (Cumbria Police), Leanne Pettit (Cumbria Police), Dave Roberts (Keswick Lions), Christine Sheldon (Rotary Club), Roy Johnson (Keswick Retail Association)

### 11. Minutes

**RESOLVED** that the minutes of the Events Committee Meeting held on the 14 June 2016 (pages 1 – 3) be agreed as a correct record.

### 12. Events Co-ordinator

LW introduced Heather Askew who has been contracted on a free-lance basis to provide support as the Events Co-ordinator for the Town Council. This is due to capacity issues within the Town Council.

### 13. Christmas Lights Switch On

#### Overall Update

**Date of event: Friday 18<sup>th</sup> November**

Cllr PT gave the following update:

Not having BBC on site this year, the purpose is a local event, expect to have a stage with performances, Packhorse Court to have own switch on earlier in the evening, important to ensure that lights will work in advance of the event.

#### Stage

Ian from Fluid Productions confirmed they would be able to provide staging and book performers. Cllr PT believes Committed to Rock Choir are aware of the date. Stage to be positioned in front of Moot Hall.

#### Packhorse Court

BD Confirmed that Packhorse Court would be having a light switch on at 5.30pm, with performances from Keswick School Jazz Band from 4.45 to 5.15 and St Herberts School Choir from 5.15 to 5.45pm.

#### Switch On

Switch on of main display at 7pm.

Discussion about who would turn the lights on this year – two options, ask Theatre by The Lake if their Christmas cast would like to switch on the lights (in costume) or alternatively whether it could be a duty for the Mayor's cadet.

Action: HA

### Lighting Contractor

LW and HA gave an update, there is a new contractor this year, Lite Ltd, who will do all the displays for the Market Square and the outlying streets (except Packhorse Court). New fixings are required in much of the outlying streets, due to degradation of fittings and new height restriction regulations. There will be lights on Tithebarn Street, Main Street, Market Square, Lake Road, Bank Street, St Johns Street and Station Street. There may be an issue with the cross displays from the Moot Hall, the fixings maybe causing movement in the corner stones of the building, if this is the case it will not be possible to have the cross displays from the Moot Hall, it may be possible to reposition them elsewhere in the town depending on height/other restrictions.

There was a question on whether it would be possible to move the Welcome to Keswick light from the Market Square further along Main Street.

**Action:** LW to check

Note: Following the meeting LW confirmed that it is not possible to have a cross display in this area of town due to objections from residents and building height issues

**Action:** HA will ensure that there is a light switch on practice and will have contact details of Lite Ltd for the event.

### Market Stalls

PB will arrange Market stalls for food stalls, these can be used by local shops and charity organisations as well. Stalls could also be used for shelter in the event of wet (but not windy weather)

**Action:** PB

### Lantern Parade and Tree of Light

DQ said that Rotary hope to use the lanterns that were unused last year. Has provisionally booked function room at Skiddaw for holding area. Plan to parade from back of Skiddaw Hotel along Derwent Close and a circuit around the Tree of Light on the Square, this would follow the switch on of the tree of light at 6.30pm. DQ would like contact details of The lighting contractor to discuss the lights on this tree (this is not included in the Town Council contract). Would it be possible for the Town Cryer to lead this parade?

**Action:** DQ to co-ordinate Lantern parade

**Action:** HA to contact Town Cryer

**Action:** HA to provide contractor details

### Premises Licence

This event is covered by the standing Premises Licence held by Keswick Town Council.

**Action:** HA to ensure Licence is upto date

### Car Parking

JB confirmed that Allerdale do not intend to provide free parking for any more events/days.

### Collecting Licence

Rotary have applied for a collecting licence, intend to collect for Air Ambulance and local Children's Charities

### Barriers

Marshalls will be required for the day and barriers will be required for around the stage and for Lantern parade area.

### Posters

Bernadette Dunn to look at poster costs and production in conjunction with VM

**Action:** BD, VM

### Lost Children

Agreed to have a lost children area by stage

**Wishing Well Area**

LW asked whether there were any plans to decorate the Wishing Well area on the corner of Tithebarn Street. DQ to investigate.

**Action:** DQ

**14. Town Council - Updates**

No further updates

**15. Other Events in Keswick****Victorian Fayre**

Independent organisation, who have not asked for help from this committee. Event is on Sunday 4<sup>th</sup> December and it is reported that organisation is under way.

**Charitable Bike Ride 8<sup>th</sup> October**

AD reported on a Charity Bike ride and hike being undertaken by a Muslim Youth Group (they had provided some support after the flooding), they need somewhere to stay.

**Action:** Cllr PT to contact Convention Centre

**New Years Eve**

Not an organised event, but believe that Skiddaw Hotel will put up a countdown clock.

**Action:** VM to check with Skiddaw

**June Festival**

Cllr TL reported that John Green would be unable to organise the Prom next year. It was agreed that the June Festival would be discussed further at later meetings.

**Tour of Britain 5<sup>th</sup> September**

VM reported that organisation is well under way with large screen being provided in market square. Riders are expected from approx. 1.40pm through town.

**Duck Race 29<sup>th</sup> August**

DQ reported Rotary Duck Race went well, weather was good, river was a good level. Probably will have a debrief. LW asked whether the Duck race could be part of the June Festival next year.

**16. Date of Next Meeting**

Thursday 6<sup>th</sup> October 10am

The meeting closed at 11.30am