

**KESWICK TOWN COUNCIL**

**Keswick Town Council Events Committee**

**Council Offices  
50 Main Street  
Keswick  
CA12 5JS  
Tel 017687 73607**

23 September 2016

Dear Sir/Madam

A meeting of the Keswick Town Council Events Committee will be held in the Council Chamber, First Floor, Council Offices, 50 Main Street, Keswick on **Thursday 6 October 2016 at 10.00am.**

Members of the public and press are welcome to attend.

Yours faithfully



**Lynda Walker  
Town Clerk**

**AGENDA**

- 1. Apologies**  
To receive apologies for absence.
- 2. Minutes**  
To agree the minutes of the Events Committee Meeting held on the 1 September 2016 (pages 4 – 6) - (enclosed).
- 3. Christmas Light Switch On**  
To receive updates from partners on the current plans in place for the event.
- 4. Summer Festival**  
To discuss outline plans for 2017. (Notes from 2016 debrief meeting enclosed)
- 5. Other Events In Keswick**  
To receive updates from partners.
- 6. Date of next meeting**

## 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

## KESWICK TOWN COUNCIL

**Events Committee Meeting – 2016 Keswick Festival DEBRIEF**

Thursday 30 June 2016

**2017 Consideration**

**Notes from the Debrief Session** held in the Council Chamber, First Floor, Council Offices, 50 Main Street, Keswick on Thursday 30 June 2016 at 11.00am.

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Present:

Chair:

Paul Titley (PT) – KTC Councillor (Cllr)

David Burn (DB) – KTC Cllr

Phil Byers (PB) - Geraud Markets

Ian Hope (IH) - Fluid Productions

Wendy Lerigo (WL) – KTC Administrator

Cllr Tony Lywood (TL) – KTC Cllr

Vanessa Metcalfe (VM) - Keswick Tourism Association

Leanne Pettit (LP) – Cumbria Police

**1. Mid-Summer Festival Events - Notes for 2017 consideration:****1a Saturday 18 June – Brass Band Competition – Fitz Park**

Brass Band to be advertised in a different manner for 2017 ie. not to be advertised as a 'competition'.  
Hope Park to be considered as a possible 2017 venue – may be a more appropriate setting.

**1b Sunday 19 June – Scruffs – Fitz Park**

Noted as another successful Scruffs event.

If invitation made to the police dogs in 2017 their attendance should not to be included in the advertising Programme as the Police Dog Team may need to cancel at late notice due to operational needs. Consideration to be given to inviting a different dog team.

Terrier racing proved successful, consideration to be given to include border collies for 2017.

Dogtathlon – better equipment required.

Class categories not to be increased, finish time to remain at 5.00pm and class size to remain at 28 entries. Scruffs Sub Group to consider splitting cutest dog class to pedigree/non pedigree and the Scruffs Sub Group to consider the potential of operating the event as a 2 day show.

Improved arrangement of gazebos for 2016 noted.

Bouncy castle to be excluded from the 2017 event.

Wooden bone awards very well received.

Speaker volume concern raised - if additional speakers are required to rectify this, IH advised it would result in increased costs.

Revenue from Crosthwaite Road Car Park lost due to lack of parking meter.

Café West reported good trading.

**Date and Venue for 2017 event to be discussed in due course.**

Acknowledged that Scruffs can't proceed on the same day as The Lakesman Triathlon – car parking too restrictive.

Rugby Club ground to be considered/discussions to take place along with consideration of a potential change of date to enable marquee usage to ensure an 'all weather event' (noted beer festival use a marquee).

**1c Wednesday 22 June – Prom in the Park – Fitz Park**

Noted as a fantastic success.

Demand exceeded supply for Grapevine Wine Services.

Café West extended their trading until 9.00pm.

Improved 2016 positioning of stage noted.

Soloists very well received. Consideration to be given for inclusion of other/additional soloists for 2017 event. Possible invitations to be made to Keswick Operatic Society and Keswick Choral Society – noted that early approaches would need to be made.

Collection on evening raised nearly £500 – potential of the Prom becoming a chargeable event.

Concern raised regarding volume levels from Carlisle Youth Concert Band.

TL explained that the input from John Green has been fundamental to the Prom events – in addition to liaising with the performers John also provides piano accompaniment to the soloists. John Green will be unavailable between 11 June – 30 June 2017 and hence to use John's services for 2017 a change of date will need to be considered. Should a decision be made not to use John then a large amount of work will need to be undertaken in order to produce the Prom.

**1d Saturday 25 June and Sunday 26 June – Market Place Music Concerts**

Noted that the performance by Noasis was very good.

Communication difficulties were experienced with Keswick School.

Positive feedback received regarding the canopies provided by Geraud uk.

Chairs and tables were not provided for the 2016 Market Place events, this was viewed as a positive decision.

Consideration to be given to a Stage Manager for a 2017 event.

Pubs to be contacted to request/remind of the need for plastic glasses to be used for outside drinking.

**Number of Music Concerts and Venue for 2017 to be discussed in due course.**

Consideration to be given to; merging the Market Place music events, changing the location to Fitz Park or the Rugby Club and booking of a semi-professional act.

**1e None KTC Organised Events:**

**Sunday 19 June – Lakesman Triathlon**

LP received calls from some local businesses complaining that they were not aware of the Lakesman Event/road closures – LP will contact Rebecca Stamper, Co-ordinator of the Lakesman event with details of the feedback received.

**1f Sunday 19 June – Festival Songs of Praise – St John's Church**

2016 Service delivered by the new Reverend of St John's Church, Rev Charles Hope.

**1g Tuesday 21 June – Hope Leisure – Keswick Open Golf Championship**

Contribution from Hope Leisure to the Festival Week noted and appreciated – funding raised donated to Fitz Park Flood Recovery Fund.

Consideration to be given to changing the day for 2017 inclusion.

**2. Programme of Events/Advertising**

Advertising difficulties experienced regarding coverage of 2 weekends.

Leaflet drop via Royal Mail, poster adverts and a possible website (home page only) with a message that the events are for the residents of Keswick to be considered for 2017 advertising. 'Keswick Town Council presents' proposed as an introduction to the advertising.

**3. Overall**

Specific thanks were expressed to PT and TL.

Thanks were also expressed to the volunteer organisations and to Geraud uk for their contribution.

Thank you letters issued to Keswick Rotary, Lions and St Johns Ambulance.

**Consideration to be given to changing the format of events from a Festival Week to a Festival Weekend for 2017, eg Scruffs followed by a music event.**