

KESWICK TOWN COUNCIL

Keswick Town Council Events Committee

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

7 November 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 **Tuesday 15 November 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 6 October 2016 (pages 7 – 9) - (enclosed).
- 3. Christmas Light Switch On**
To receive updates from partners on the current plans in place for the event.
- 4. Summer Festival**
To receive updates from partners.
- 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 6 October 2016 at 10.00am.

Present:

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

| | |
|---|---|
| Heather Askew (HA) – KTC Events Co-ordinator | Matt Hall (MH)– Theatre by the Lake |
| Joe Broomfield (JB) – Allerdale Borough Council | Ian Hope (IH) – Fluid Productions |
| David Burn (DB) – KTC Cllr | Tony Lywood (TL) – KTC & ABC Cllr |
| 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 |
| Meg Eyre (ME) – Theatre by the Lake | Lynda Walker (LW) – KTC Town Clerk |

17. Apologies

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

18. Minutes

RESOLVED that the minutes of the Events Committee Meeting held on the 1 September 2016 (pages 4 – 6) be agreed as a correct record.

19. Christmas Lights Switch On

Date of event: Friday 18th November

Stage

IH (Fluid Productions) will liaise with PB (Geruad markets) about access for the stage to be put up. IH confirmed Committed to Rock Choir are booked.

Action: IH to confirm other acts

Packhorse Court

BD Confirmed timings
 4-5.10 pm Keswick School Jazz Band
 5.15-5.45 pm St Herberts School Choir
 With Light Switch on at 5.30pm
 Santa will also be in attendance

Switch On

Switch on of main display at 7pm.

Timings

5.45 – 7pm Performances on main stage
 7pm – Switch on with Theatre by the Lake Christmas cast and the Mayor
 7pm – 7.10pm final 2 songs

Upstairs room in Moot Hall to be used as green room for TBTL from 6pm

MH (TBTL) suggested they could bring a Chinese dragon and lanterns

Action: TL to book Moot Hall

Lantern Parade and Tree of Light

Town Crier to lead children. Pause in music on stage at 6.30 to turn market square tree of light on. Then children with lanterns will parade to tree until 6.45pm

5 Lanterns from last year are ok. Schools to be contacted
 TBTL could parade with some Chinese lanterns alongside the children
 Tree of light needs pruning before lights are fixed to it.

Action: HA to confirm Town Cryer

Action: DQ to contact schools to arrange

Action: DQ to arrange pruning of tree

Action: MH to confirm with DQ about TBTL involvement

Lighting Contractor

Lite Ltd are progressing with the new fixings and installation of the lights.

Stewards

Stewards are required in case of accident or emergency. Believe 6 people required plus additional to support the lantern parade and barriers.

Action: HA to ask Lions

Action: DQ to co-ordinate Rotary

Posters

BD has drafted poster, ME (TBTL) to provide copy, poster to be distributed before half term

Action: BD, ME

20 Summer Festival

Proposal from PT to reduce the size of the festival to 3 days, to encompass 3 events – Prom, rock and scruffs. This would require the approval of the Fitz Park Trustees.

The suggested dates are Fri 23rd June, Sat 24th June and Sun 25th June.

Would not clash with Lakesman Triathlon (reduce carparking issues)

Leaflets would be produced, but no programme.

Lake District Hotels willing to sponsor the Prom.

There was a discussion whether the Rock concert would be better in the Market square than Fitz Park – consideration of possible rain on event and grounds. It was also discussed whether this would be better on a Friday night from a starting time perspective due to no market.

JB also suggested it might be possible to promote bands in pubs after the main stage has finished and that Allerdale might be able to offer support with this.

Rock Concert – a well-known tribute act would be ideal

Prom – Shelagh Hughes has offered to co-ordinate this. TL has already looked at booking some performers for a Friday prom, but this would need to be reviewed if prom was Saturday.

It was also discussed about incorporating the Rotary Duck race into the Prom or Scruffs event.

The following outline timetable was agreed, subject to verification of availability of acts.

Friday 23rd June: Rock in Market Square

Saturday 24th June: Prom in Fitz Park

Sunday 25th June: Scruffs in Fitz Park

Action: TL to look at Proms performers availability

Action: JB to investigate Tribute band availability and costs

- 21. Town Council - Updates**
No further updates

22. Other Events in Keswick

Charitable Bike Ride 8th 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), Dinner at 7pm at St Herberts School

Live Advent

VM and JB confirmed the live advent events would be happening again this year, there will be an advert in the reminder and it is open to non KTA members as well as KTA members.

23. Date of Next Meeting

Tuesday 15th November 10am

The meeting closed at 11.30am

DRAFT